

Regular Meeting

Tuesday

January 10, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 10, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald
Absent: Kilander
Others: Tjon

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 20, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held December 20, 2011 were approved without objection.

Approved the Airport Vouchers Totaling \$68,011.39:

Mr. Blazek moved to approve the airport vouchers totaling \$68,011.39.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Mr. Pawluk moved to approve the individual voucher in the amount of \$204.72 to Sixel Consulting for payment request for consulting services for American Eagle meeting, Dallas, TX.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to EideBailly:

Mr. Pawluk moved to approve the individual voucher in the amount of \$2,300.00 to EideBailly for accounting services in connection with the 2007 Airport Bond arbitrage review, PFC06.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Mr. Pawluk moved to approve the individual voucher in the amount of \$2,250.00 to Sixel Consulting for payment request for quarterly reports.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$14,155.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31, Taxiway A Reconstruction Project, AIP39.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$19,846.24 to Flint Communications for partial payment request for 2011 Airport Marketing Program.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Received CY2011 PFC Report:

The PFC report for CY2011 was received and filed without objection.

Received Engineering Contract Amendment from Ulteig Engineers, Inc. for Airfield Drainage Improvement Project, AIP36:

(This item was tabled at the December 20, 2011 meeting.)

Dr. Clark moved to take this item off the table.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Mr. Jeff Klein, Ulteig Engineers, was recognized and reviewed the engineering contract amendment and the reasons for the additional \$3,500.00 in engineering costs. He also provided the board members with a breakdown of the engineering costs for the wetland mitigation portion of the Airfield Drainage Improvement Project, AIP36. He explained that the additional costs were due to the fact that the first site recommended by the Natural Resources Conservation Service would not work for the mitigation. He stated they had no reason to believe the first site would not have worked based on the information and historical data they were provided.

After further discussion, Chairman Macdonald called for a vote on the motion to approve the engineering contract amendment in the amount of \$3,500.00.

On the call of the roll, members Clark, Blazek, Pawluk and Macdonald voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Authorized Replacement of Bi-Directional Tractor with Mower and Snow Blower Attachments:

Dr. Clark moved to authorize the replacement of a bi-directional tractor with mower and snow blower attachments.

Second by Mr. Blazek.

Mr. Dobberstein stated we are able to purchase this equipment under the state bid and at this time we have the price for only the tractor, not the mower and snow blower. He stated he will bring those before the board at a future date but the reason we are looking for approval on the tractor today is that we are looking at a May delivery date if we order right away. He stated waiting until we get the prices on the attachments would delay the arrival of the tractor. He stated this purchase would be eligible for 50% participation in our grant awards through the ND Aeronautics Commission.

Mr. Pawluk stated he would recommend that we go with a higher rated horsepower for the snowblower attachment.

Chairman Macdonald called for a vote on the motion.

All members present voted aye and the motion was declared carried.

Received Update on David F. Johnson Armed Forces Reserve Center:

Mr. Dobberstein stated we received the revised letter dated December 22, 2011, which replaces the previous letter from July which was incorrectly sent to the City of Fargo rather than the Municipal Airport Authority. He stated Chairman Macdonald can now sign that document.

Received Update on David F. Johnson Armed Forces Reserve Center: (Continued)

Mr. Dobberstein stated we still do not know when the buildings will be transferred to the Airport Authority. He stated we have tried to get some idea of utility costs but we have not yet received those. He added that the American Legion is still interested in the kitchen equipment.

Discussed Baggage Carousel Marketing Concept:

Mr. Dobberstein stated we have received information from Clear Channel regarding interest in advertising on the baggage claim belts. He stated in the past the board has not been in favor of this type of advertising.

Mr. Pawluk stated it is hard to say no to advertising revenue.

In response to a question, Mr. Dobberstein stated he is not in favor of it.

Chairman Macdonald stated he is not really in favor of it either. He suggested that if it is such a popular location for advertising that maybe Clear Channel take bids from interested advertisers and award the space to the highest bidders.

After further discussion, Mr. Blazek moved that the Airport Authority advise Clear Channel that we respectfully decline the advertising on the baggage carousels at this time.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and distributed some plans for ideas for a parking ramp (Options A, B and C). He stated they came up with these concepts after previous concerns expressed by the board about constructing a parking ramp directly across from the terminal building and obstructing the view of the terminal building. He stated he has spent some time observing the flow of people from the parking lot to the terminal and the majority of people enter the terminal on the east and exit on the west.

Mr. Stroh stated Option C is a ramp to the east of the terminal building in the area where the current employee parking lot is located. He stated the advantage to this option is that it displaces the least amount of space currently used as parking and it also does not obstruct the view of the terminal. He added that they are looking at connecting any ramp or elevated walkway without having to go through the existing glass and truss system on the south side of the terminal building. He stated it could be done but it would be a lot more complicated.

Mr. Stroh stated he just wanted to get some idea of the board members feelings on these options before moving any further in the planning process.

Chairman Macdonald stated he likes the idea of relocating the car rental overflow lot and using that as a long term credit card only lot. He stated he thinks that solution would solve our problem for a while.

Mr. Stroh stated these options for a parking ramp are more for a long term plan rather than something that is going to be done next year.

Airport Construction and Security Update: (Continued)

Mr. Pawluk stated he likes Option C but it still does not address the long walk to the terminal from the far end of the long term parking lot.

Mr. Stroh stated with the additional parking provided by a ramp the existing long term would probably become overflow and not used as much anymore. He stated the rates in a ramp would probably be higher than the long term lot and most people may opt to pay more for the convenience.

Mr. Pawluk stated for the short term solution he favors relocating the rental car overflow lot north near the car rental service facility and converting the existing car rental overflow lot into a credit card only lot.

Chairman Macdonald directed Ulteig Engineers to have some estimates on those short term options by our next meeting in January or the first meeting in February.

Mr. Dobberstein stated the bid opening for the US Customs General Aviation Facility will be March 6, 2012 at 2:00 p.m.

Mr. Dobberstein stated the City of Fargo has granted a zoning change in the area of 12th Avenue North and Dakota Drive area and an apartment complex has been proposed for that area. He stated we entered into a proximity agreement with other land owners in that area recognizing the existence of the airport as the property is within our noise contours. He stated our attorneys are working on that agreement.

Mr. Dobberstein stated we received the Federal Register Notice expanding the Foreign Trade Zone for CNH for the Case plant in Fargo. He stated this is an extensive docket review and is very good news for CNH.

Mr. Dobberstein stated the government passed a Full Disclosure Airfare Rule which will go into effect at the end of this month, barring an injunction. He stated we will probably be hearing more on this in the media and he will be working with local media on providing information on this. He stated the airlines are not happy with this so we could still see an injunction.

Mr. Dobberstein stated Sixel Consulting will update our passenger retention analysis which was last conducted in 2009. We should have those results by early this summer.

The meeting of the Municipal Airport Authority was adjourned until the Annual Meeting to be held Tuesday, January 24, 2012.

Time at adjournment was 9:29 a.m.

Annual Meeting

Tuesday

January 24, 2012

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 24, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Kilander, Macdonald
Absent: None
Others: Walaker

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting Held January 10, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held January 10, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$58,724.71:

Mr. Kilander moved to approve the airport vouchers totaling \$58,724.71.

Second by Dr. Clark.

On the call of the roll, member Clark, Blazek, Pawluk, Kilander, Macdonald voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Update on Proximity Agreement for 12th Avenue North and Dakota Drive Property:

Mr. Dobberstein stated the City of Fargo is looking at rezoning a piece of property at Dakota Drive and 19th Street North to allow the construction of an apartment complex. He stated Attorney Stewart has been working on drafting a proximity agreement to tie to the zoning which recognizes the existence of the airport. He stated we have the exact same agreement for another apartment complex that was constructed a few years ago.

Mr. Pawluk stated the agreement makes reference to the 65 decibel noise level but he stated he would like to know what happens if that noise level changes in the future.

Mr. Dobberstein stated we have to go by our most current Airport Master Plan, which was done in 2002, and that shows the decibel line going through the property at a level of 65.

Mr. Pawluk stated his question is if this agreement protects us as noise increases in the future.

Received Update on Proximity Agreement for 12th Avenue North and Dakota Drive Property:
(Continued)

Mr. Dobberstein stated Attorney Stewart would have to answer that question.

Chairman Macdonald stated he also has a question on the reference to the Municipal Airport Authority as an "associated agency" of the City of Fargo rather than autonomous/independent body.

Mr. Pawluk moved to approve the proposed proximity agreement subject to legal counsel's confirmation that the airport is protected to noise levels greater than those represented in the agreement and that the proper reference to the Municipal Airport Authority is included.

Second by Dr. Clark.

Mr. Dobberstein stated he will pose those two questions to Attorney Stewart and get his answers in writing.

Chairman Macdonald called for a vote on the motion.

All members present voted aye and the motion was declared carried.

Received Update Regarding Parking Plan:

Mr. Jeff Klein, Ulteig Engineers, was recognized and distributed a map and engineer's estimate for the proposed credit card only lot and the relocation of the car rental parking overflow lot. He stated the estimate for the new rental car parking lot (309 stalls) is \$697,228.25 or \$2,256.40 per stall, including the cost to relocate the service road. He stated this portion of the project would include the relocation of the service road and new fencing, and to construct the parking lot and fence removal. He stated the existing car rental overflow lot would be converted to a long term, credit card only lot. He stated we would be adding 98 stalls for a total of 346 stalls. He stated the cost for the additional 98 stalls is \$238,531.50 (\$2,433.99 per stall), and the cost for converting the existing car rental lot to long term is \$103,661. He stated the majority of that cost is for the guard rail which runs about \$55.00 per linear foot but it is extremely heavy duty and should be able to withstand hits by snow removal equipment, etc. Total estimated project cost for both lots is \$1.25 million.

Mr. Pawluk stated when we first talked about this part of the plan he thought this was the smart money and this would be the bridge to get us to the next phase. He stated he is now wondering if that \$1.25 million would be better spent toward the permanent solution of a parking ramp.

Chairman Macdonald stated he feels we are still quite a few years away from a parking ramp. He stated we do not really know what our expected growth will be and we have even seen the growth leveling out. He stated he feels there are other options we can take before we need to look at a ramp. He stated this change would buy us about four or five years.

Mr. Pawluk stated he does not disagree with anything Chairman Macdonald said. He agrees a parking ramp is going to be expensive but it is not going to cost any less five years down the road.

Chairman Macdonald stated we are not in such a bind that we need to make a decision today. He stated part of the parking plan process is discussion of all options.

Mr. Kilander stated even if we do not increase the proposed credit card lot by the extra 98 spaces we would still get an additional 244 spaces for long term parking.

Chairman Macdonald asked if the existing car rental overflow lot would need any resurfacing.

Mr. Klein stated the lot is still in good condition.

Received Update Regarding Parking Plan: (Continued)

Chairman Macdonald stated he we might be money ahead to just go ahead with the additional 98 spaces now since the contractor will have their batch plant set up for the new lot to the north.

Mr. Kilander stated this seems to be a win-win situation for our long term parking dilemma for now and also for the car rental agencies as they would prefer to keep their drivers as close to their service facility as possible.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are continuing to look at parking ramp options as well as overhead walkways and they plan to have some estimated costs for the next meeting.

Mr. Pawluk stated since we are reconstructing Runway 13/31 this would be the time to look at possibly shortening the length of that runway to allow for a higher parking ramp to the east of the terminal building. He stated he is never in favor of shortening a runway but asked Ulteig Engineers to look into that option and see how many feet we would have to shorten it in order to gain height in a parking ramp.

Chairman Macdonald stated it is good for us to explore the various options and continue to look at long range expansion as well as solving our present parking problems. He feels this plan we are looking at today is an economical way to add 300 spots at a reasonable cost and they will be there in the future and they within a reasonable distance from the terminal building. He feels we should move ahead with the plan proposed today and he would like to know what the time frame would be if we want to do this project this summer.

Mr. Klein stated a decision would need to be made fairly soon so they can complete the design phase and get the project out to bid fairly early in the bidding season.

Chairman Macdonald asked if a final decision by the second meeting in February would be soon enough.

Mr. Klein stated that should be soon enough.

Mr. Blazek stated his recommendation for the next meeting is that we plan on moving forward with the relocation of car rental parking lot to the north and converting the existing car rental overflow lot into a long term credit card lot without the additional 98 spaces. He stated he would also like to see some additional provision for signage indicating the credit card lot to the west, which does not seem to be included in this estimate.

Mr. Dobberstein stated we will definitely be asking Standard Parking to make an investment in the equipment for the parking lot (credit card system).

Mr. Bernie Ness, Avis and Budget, was recognized and stated of course they would rather keep the parking they have now but this is an option that will work for them.

Mr. Dobberstein stated right now in the car rental overflow lot there is signage for each stall. He stated the car rental agencies installed the signs but the airport paid for the installation of the posts.

Mr. Ness stated the car rental agencies installed the posts and signs in the original car rental lot and they will be happy to put the posts and signs in the new lot.

Airport Construction and Security Update:

Mr. Dobberstein stated we are still looking at a March 6 bid opening for the US Customs General Aviation Facility.

Mr. Dobberstein stated we were expecting TSA to have a news conference this week to announce their new equipment at the checkpoint but there has been a delay on the installation of the equipment so the news conference has been delayed.

Mr. Dobberstein stated we are looking at a bid date of mid to late February for the Runway 13/31, Taxiway A Reconstruction Project.

Elected Chairman of the Municipal Airport Authority for Calendar Year 2012, as per Bylaws:

Mr. Pawluk moved to elect Mr. Don Kilander Chairman of the Municipal Airport Authority for calendar year 2012, as per bylaws.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Elected Vice Chairman of the Municipal Airport Authority for Calendar Year 2012, as per Bylaws:

Mr. Pawluk moved to elect Mr. Steve Blazek Vice Chairman of the Municipal Airport authority for calendar year 2012, as per bylaws.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Adopted Resolution of Appreciation to Outgoing Chairman, General Alexander P. Macdonald:

Dr. Clark offered the following resolution of appreciation to outgoing Chairman, Alexander P. Macdonald and moved its adoption:

WHEREAS, Gen. Alexander P. Macdonald has just completed a year as Chairman of the Municipal Airport Authority, and

WHEREAS, During the year of Gen. Macdonald's chairmanship the Municipal Airport Authority has continued in its efforts to move Hector International Airport steadily and successfully forward, and

WHEREAS, Gen. Macdonald has labored diligently and given unsparingly of his time and expertise in many areas serving as Chairman of the Municipal Airport Authority, always looking to find ways in which to improve the facilities and services available to passengers.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby commend Gen. Macdonald or his effective efforts on behalf of the Municipal Airport Authority and Hector International Airport.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to Gen. Alexander P. Macdonald.

Adopted Resolution of Appreciation to Outgoing Chairman, General Alexander P. Macdonald:
(Continued)

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander voted aye.

Macdonald passed his vote.

The resolution was declared to have been duly passed and adopted.

The Annual Meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 14, 2012, at 8:00 a.m.

Time at adjournment was 8:59 a.m.

Regular Meeting

Tuesday

February 14, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 14, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: None

Chairman Kilander presiding.

Approved the Minutes of the Annual Meeting of the Municipal Airport Authority Held January 24, 2012:

The minutes of the Annual Meeting of the Municipal Airport Authority held January 24, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$63,670.98:

Gen. Macdonald moved to approve the airport vouchers totaling \$63,670.98.
Second by Dr. Clark.
On the call of the roll, members Clark, Pawluk, Macdonald, Kilander voted aye.
Absent and not voting: Blazek
The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$36,345.56 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the runway 13/31-Taxiway A Reconstruction Project, AIP39.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.
No member being absent and none voting nay the motion was declared carried.

Authorized Purchase of Replacement Rotary Mower and Snowblower via State Bid Program:

Mr. Dobberstein stated on January 10, 2012, the board approved the purchase of a bi-directional tractor via the state bid program, which will replace a current unit. He stated at the time we did not have the bid amounts for the mower and snowblower attachments but we have those amounts now. He stated the snow blower is a Schulte RDX-102 unit at a cost of \$11,195.00 and the mower is a Schulte FX520 Rotary Cutter for \$31,126.20. He stated both of these units would be purchased from Butler Machinery Company.

Gen. Macdonald moved to authorize the purchase of the Schulte rotary cutter and Schulte snow blower via the state bids as proposed.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Received Request to Sponsor April 12, 2012 Fargo Air Museum Event:

The communication from Mr. Jim Sweeney on behalf of the board of directors of the Fargo Air Museum dated January 23, 2012, was received and filed without objection.

Mr. Dobberstein stated the request is for the Airport Authority to sponsor a fundraising event on April 12, 2012, for the Fargo Air Museum at a level of \$2,500.00.

Mr. Pawluk stated while he supports the Fargo Air Museum, he does not support the idea of the Municipal Airport Authority, which does receive property tax dollars, donating public dollars to a non-profit organization. He stated he feels it sets a bad precedent.

Mr. Dobberstein stated to clarify; this amount would not come out of the fund to which property tax dollars are deposited. He stated this would be out of the operations and maintenance fund. He stated the Airport Authority does budget for a line item each year entitled Marketing/Public Relations and this is the fund from which this amount would come.

Dr. Clark moved to approve the request to sponsor the Fargo Air Museum's event on April 12, 2012, in the amount of \$2,500.00.

Gen. Macdonald stated he is on the board of the Fargo Air Museum so he would not be able to second the motion.

Motion died for lack of a second.

Chairman Kilander stated we will revisit this item when the fifth board member, Mr. Blazek, is present.

Received Preliminary 2011 Airport Improvement Fund Report:

The preliminary 2011 Airport Improvement Fund Report was received and filed without objection.

Mr. Dobberstein distributed the preliminary 2011 Airport Improvement Fund Report. He stated the audit on this report is usually completed in June.

Mr. Dobberstein stated the amounts in this fund were off from our budgeted amounts due to the fact that our FAA Airport Improvement Program funds for 2011 were not received because of the federal funding stream and the fact that the Congress was operating on continuing resolutions rather than a budget.

Received Proposal and Bids for Shelterbelt Renovation Project:

Mr. Scott Liudahl, City Forester, was recognized and stated the airport shelterbelt along the west and north sides of the airport was established in the early to mid 1980's and is several miles of multiple rows of trees. He stated this project will start to replace some of the trees such as the poplars which have reached their limit and are in severe decline. He stated there are also two rows of ash trees in various states of condition and sizes and this may be an opportunity to mix in some different species in anticipation of the possible infestation by the Emerald Ash Borer. He stated we would look at replacing the poplars, adding some oak and another tree row as well as some additional shrubs. He stated we would work with Cass County Soil Conservation on the replacement trees. He stated we would look at using bare root trees, container trees, or both, and those would be 6' to 8' trees. Mr. Liudahl stated it is possible to use smaller trees but then we can run into trouble with deer eating the smaller trees.

Mr. Blazek now present.

Mr. Pawluk moved to authorize the Executive Director to award the projects for Shelterbelt #1 and Shelterbelt #2 to Cougar Tree Care to include the replacement of ash trees per their proposals of \$6,240.00 and \$21,840.00.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Communication from Fargo Jet Center Regarding Lease Extension for South General Aviation Hangar #3, Hangar #3 Administration Building and Hangar #4:

The communication from Mr. Jim Sweeney, Fargo Jet Center, dated February 10, 2012, was received and filed without objection. Mr. Darren Hall and Mr. Randy Jenson, Fargo Jet Center, were present at the meeting.

Mr. Dobberstein stated Mr. Sweeney is requesting to extend the current leases on Hangar #3 and the adjacent administration office and Hangar #4 through April 30, 2023. He stated right now the lease terms expire on different dates (February 28, 2013 and April 30, 2014) and they would like them to be the same. He added that Fargo Jet Center is proposing to add heat and restroom facilities to Hangar #3 at their cost. He stated Hangar #4 currently has heat and restroom facilities. He stated they have proposed an increase in rental rates effective April 1, 2012 and an annual escalation of 2%. The current annual rent for the three facilities is \$62,580 and they are proposing \$84,855 effective April 1.

Mr. Pawluk moved to approve the request from Fargo Jet Center to extend the leases for Hangar #3, Administration Office, and Hangar #4 through February 28, 2023.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Authorized Attendance at the 2012 Upper Midwest Aviation Symposium, March 4-6, 2012, Bismarck, ND:

Mr. Blazek moved to authorize attendance by staff and board members at the 2012 Upper Midwest Aviation Symposium, March 4-6, 2012, Bismarck, ND.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Parking Master Plan Update:

Mr. Jon Scrapper, Ulteig Engineers, was recognized and stated since the last meeting they have been working with TL Stroh Architects on parking structure options.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are continuing to work on parking ramp options as well as the overhead walkway and they hope to have some cost estimates for the next update.

Mr. Scrapper distributed copies of an updated map showing an "L" shaped parking ramp (1,000 spaces) to the east of the building and also the option for a rectangular structure (850 spaces). He also distributed parking projections out to 2024 using various growth percentages and also a chart showing anticipated growth in the overnight car count to 2015. He stated the past few years we have been experiencing a 12% growth rate per year in the overnight car count. He stated if that rate were to continue we would be at maximum capacity during peak times by 2016 even with the 1,000 space ramp structure and the proposed 346 space credit card only lot.

Mr. Pawluk stated it was his thinking that if we construct the parking ramp we would solve our problems and the existing long term parking lot would serve as overflow, but according to this information that is not the case for those peak periods.

Mr. Scrapper stated the estimate at this point for a 1,000 space parking ramp is approximately \$15 million. He stated the ground parking options to the south of the existing crossover road would cost \$2.5 to \$3 million.

Mr. Scrapper stated he recently visited with a chief airport parking expert for a nationwide engineering firm and his recommendation was to not to locate parking more than 1,000 feet from the terminal building because the customer service level drops off severely after 1,000 feet.

Mr. Pawluk stated he does not see any reason that we would project our traffic will diminish. He stated there are a lot of variables in the aviation industry but it seems to him that we will probably see increases from other smaller cities that may lose air service. He stated he feels we want to be aggressive in planning for future parking needs rather than be on the short side. He stated he feels if there is a parking ramp in our future we should do it sooner rather than later. He asked what would be the time frame for constructing a parking ramp.

Mr. Stroh stated if they had the go ahead today we could probably start construction in the fall. He stated a structural engineer he has been working with has even suggested taking soil borings now to see if a site is even feasible for a ramp.

Gen. Macdonald stated if we are talking about a \$15 million parking ramp we are talking about issuing bonds so it is not something we will be able to rush into. He stated he does not think our passenger growth is going to continue at the rate we have seen the past few years. He stated he feels we should move ahead with the credit card only lot with the additional 98 spaces.

Parking Master Plan Update: (Continued)

Dr. Clark stated she feels it needs to be a combination of a ramp and additional ground parking. She stated we need additional ground parking spots for a short term solution but then need to look at what we need for a long term solution.

Chairman Kilander stated he wants to see us achieve the greatest level of customer satisfaction.

Mr. Pawluk stated it is obvious to him that we move forward with relocating the car rental lot and constructing the credit card only lot because even if we construct a ramp we are going to need that space in the meantime.

After further discussion, Gen. Macdonald moved that we proceed with the construction of the new car rental parking lot north of their maintenance facility and change the existing car rental overflow lot to a credit card in and credit card out lot with the construction of the additional 98 spaces as an alternate bid in the project, and that we also move forward with soil testing for a future parking ramp east of the terminal building.

Second by Mr. Pawluk.

All members present voted aye and the motion was declared carried.

Mr. Pawluk stated he hopes we can include some attractive landscaping in the plans for these parking lots.

Received Request to Sponsor April 12, 2012 Fargo Air Museum Event: (Continued)

Chairman Kilander stated now that all five board members are present he would like to return to this item.

Dr. Clark moved to approve the sponsorship in the amount of \$2,500.00 for the Fargo Air Museum fund raising event on April 12, 2012.

Second by Mr. Blazek.

Mr. Pawluk repeated his feelings on this request and stated he does not feel it is appropriate for an entity receiving property tax dollars to act as a benefactor to a non-profit organization.

Gen. Macdonald stated it is his understanding that the fund from which this money would come is not generated with any property tax funds.

Mr. Dobberstein indicated that was correct. This money would come from the operations and maintenance fund and we do have a budget item for marketing and public relations.

Chairman Kilander called for a vote on the motion.

On the call of the roll, member Clark, Blazek, Kilander voted aye.

Pawluk voted no.

Macdonald abstained.

The motion was declared carried.

Adopted Resolution of Support for the North Dakota Air National Guard to continue a Manned Flying Mission in Fargo, ND:

Mr. Blazek offered the following resolution of support and moved its adoption:

WHEREAS, The North Dakota Air National Guard was formed in 1947; and

WHEREAS, The North Dakota Air National Guard has established an unequalled record for 65 years in providing air defense for the United States, participating in air defense for NATO, making surveillance available to the drug interdiction efforts throughout Central America while operating from austere facilities and supplying the State of North Dakota vital logistical and manpower assets during emergencies; and

WHEREAS, The North Dakota Air National Guard has flown over 175,000 hours flying the F-101, F-4, F-16, C-21, C-131, C-130 and various other aircraft in addition to 77,700 hours of unmanned aircraft operation without an accident; and

WHEREAS, The North Dakota Air National Guard has excelled in the transition to the MQ-1 along with the C-21 and has surpassed all goals in the launching of drone support for the forces in the combat theaters meeting or exceeding all targets; and

WHEREAS, The North Dakota Air National Guard was programmed to receive the C-27J in fiscal year 2013 thereby allowing it to meet the needs of the State of North Dakota and northwestern Minnesota during periods of emergency and fulfilling well documented needs of the United States Army with economical delivery of vital supplies and manpower; and

WHEREAS, The Air National Guard of the United States has accomplished all past assignments in a timely and economical manner at a fraction of the cost of alternatives including that of the regular Air Force; and

WHEREAS, The USAF Force Structure proposal for the years 2012 -2017 will have an unparalleled effect on the Air National Guard, making deep cuts in the USAF's most economical component and removing manned aircraft from a number of Air National Units, retiring all new C-27Js without providing alternative aircraft for those units, depriving the State of North Dakota and northwestern Minnesota from the ability to receive needed disaster materials in a timely manner;

NOW THEREFORE BE IT RESOLVED, on this the 14th day of February, 2012, the Municipal Airport Authority of the City of Fargo requests the Honorable Jack Dalrymple, Governor of North Dakota, to support the co-chairs of the Senate National Guard Caucus in their attempt to halt the actions as proposed by the USAF which would affect the Air National Guard and all actions be suspended and in addition a manned aircraft appropriate and suitable for its assigned mission be stationed in Fargo, ND to meet the needs of the states of North Dakota and Minnesota.

Second by Macdonald.

Adopted Resolution of Support for the North Dakota Air National Guard to continue a Manned Flying Mission in Fargo, ND: (Continued)

Mr. Dobberstein stated the US Air Force has proposed changes in the force structure which would eliminate a flying mission for the NDANG unit in Fargo. He stated the elimination of their flying mission would eliminate the need for an Aircraft Rescue and Fire Fighting unit and the provide our ARFF services so that would have huge implications for us. He stated the local Fargo-Moorhead Air National Guard Support Group, which was formed prior to the last BRAC process, has been engaged and they will be providing their assistance. He stated some of the members will be attending a session of meetings in Washington, DC, with our congressional delegation later this month.

Gen. Macdonald gave a summary of the proposed USAF Force Structure Changes and its effect on the National Guard nationally. He stated the only way to stop this will be in Congress. He added that there is a possibility that the F-M Air National Guard Support Group may request funds from the Airport Authority to support their efforts.

Chairman Kilander called for a vote on the motion.

All members present voted aye and the resolution was declared to have been unanimously approved and adopted.

Airport Construction and Security Update:

Mr. Dobberstein stated the restaurant renovation project started yesterday and should be done sometime in April. He stated the bid opening for the Runway 13/31-Taxiway A Reconstruction project will be March 9 at 10:00 am and the bid opening for the US Customs Service General Aviation Facility will be March 6, 2012 at 2:00 pm.

Received Update on the David F. Johnson Armed Forces Reserve Center Building Transfer:

Mr. Dobberstein stated the process for transferring the buildings to the Airport Authority is still ongoing. He stated we did get a copy of the report on the inspection for any hazardous asbestos in the facility which was conducted three years ago. He stated the report from Legend Technologies confirms that any hazardous asbestos was removed. The remaining asbestos containing material in the building is not hazardous unless it is disturbed.

Mr. Dobberstein stated the forms required at the time of transfer are now ready for signature when we get the phone call from them. He stated the hold up right now is for confirmation that the oil-water separator tanks have been properly drained.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Monday, February 27, 2012, at 9:30 a.m.

Time at adjournment was 9:27 a.m.

Regular Meeting

Monday

February 27, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Monday, February 27, 2012, at 9:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: Stewart, Tjon

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 14, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held February 14, 2012 were approved without objection.

Approved the Airport Vouchers Totaling \$17,244.33:

Gen. Macdonald moved to approve the airport vouchers totaling \$17,244.33.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$8,000.02 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Master Plan.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from the City of North River Regarding Shelterbelt Project:

The communication from Peg Jermyn, Auditor, City of North River, was received and filed without objection.

Mr. Dobberstein stated the request from the City of North River is fairly straightforward. He stated Mr. Richard Harris, on behalf of Mayor Jim Kiser, came to him a couple of weeks ago to request a shelterbelt (living snow fence) be placed on airport property located west of the City of North River and County Road 31. He stated he directed Mr. Harris to talk to Mr. Tony Peterson, Cass County Soil Conservation, who has designed some of the other shelterbelts on airport property.

Mr. Dobberstein stated this parcel is presently leased by Darren Tronson so he also met with Mr. Peterson and some adjustments were made to allow for Mr. Tronson to be able to operate his equipment. He stated Mr. Tronson pointed out some drainage issues in the area so those will be addressed as well.

Mr. Dobberstein stated based on the estimate from Cass County Soil Conservation the cost of the project will be \$7,548.00, of which the Farm Service Agency will reimburse us 90%. He stated he thinks we will pay Cass County Soil Conservation the full amount and then FSA will reimburse us the 90%. He stated the proposed shelterbelt will have six rows of trees.

Mr. Dobberstein stated we will deduct the rent for this acreage from the amount billed to the tenant farmer, but the tenant farmer will be the beneficiary of the \$91 per acre paid by the CRP program.

Mr. Dobberstein stated he feels this would definitely be a good neighbor gesture on behalf of the airport.

Mr. Pawluk agreed this would be a good neighbor gesture, but he would like to know the full cost to the airport, including the loss of rent on the acreage.

Mr. Dobberstein stated we are currently receiving \$158.00 per acre so with 3.5 acres we would be losing \$553.00 farm rent per year under the current contract.

Mr. Dobberstein stated North River has agreed to seed, mow and maintain the shelterbelt. He added that they requested one row of fruit trees but we will leave that up to Cass County Soil Conservation. He stated Riviera Heights is responsible for the maintenance of that shelterbelt but they do get assistance from the City of Fargo Forestry Department. He stated our attorneys will draft an agreement identical to the Riviera Heights agreement.

Mr. Pawluk stated he would like the agreement to contain some language stating that North River recognizes the right of the airport to exist.

Dr. Clark moved to approve the request from the City of North River for a shelterbelt and that legal counsel draft an agreement containing the items discussed.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Authorized Attendance at the AAAE National Airports Conference, April 1-3, 2012, Austin, TX:

Mr. Pawluk moved to authorize attendance by staff and board members at the AAAE National Airports Conference, April 1-3, 2012, Austin, TX.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Authorized Attendance at the Allegiant Air Annual Conference, May 9-11, 2012, Las Vegas, NV:

Gen. Macdonald moved to authorize attendance by staff and board members at the Allegiant Air Annual Conference, May 9-11, 2012, Las Vegas, NV.

Second by Mr. Pawluk.

All members present voted aye and the motion was declared carried.

Airport Construction and Security Update:

Mr. Dobberstein stated Mr. Jeff Klein, Ulteig Engineers, is going to present an overview of this year's runway reconstruction project and some of the impact it will have on flights during construction.

Mr. Klein was recognized and stated the project will be bid in three parts, the base bid and two alternates. He stated the base bid is the reconstruction of Runway 13/31 which is currently 150' wide and will be narrowed to 75'. He stated one of the alternates is to reconstruct a portion of Taxiway A which is presently 150' but because of FAA requirements it will be narrowed to 75' with 12.5' concrete shoulders so it can still be used as a temporary runway if needed. He stated Alternate #2 is the cargo apron taxiway.

Mr. Klein reviewed the three phases of the project and the challenges with the runway safety area during construction. He stated there will be three 39 hour blocks of time in which the contractor will be required to work around the clock in order to have as little impact on aircraft operations as possible.

Mr. Klein stated we currently have \$6.7 million in AIP funds in Grant #39. He stated in that grant is the base bid and Alternate #2. He stated part of the costs for the Airfield Joint, Crack and Spall Repair project we did last summer are included in this grant.

Mr. Dobberstein stated the FAA awarded this grant based on project estimates, which they have never done before, so once we open bids on the project we will have to make some decisions on how to proceed with the project based on the funding we have been awarded. He stated if the bids come in higher than anticipated we may have to make some alterations to the project. He added that the new AIP authorization bill will have a federal participation rate of 90% rather than the current 95%.

Mr. Dobberstein stated we have been working with the airline fleet management and planners closely on this project and they have been provided with all of the closure information.

Other Business:

Mr. Pawluk stated he would like to express, for the record, his dissatisfaction with the snow removal in the parking lot. He stated it has been a day since the snowfall and the lot has not yet been satisfactorily cleaned. He stated every other parking lot in town has been cleared but not the airport.

Mr. Pawluk moved the Executive Director be authorized to send a letter to Standard Parking advising of our dissatisfaction and requesting that he contact Standard Parking to request immediate action.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

The regular meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, March 13, 2012, at 8:00 a.m.

Time at adjournment was 10:08 a.m.

Regular Meeting

Tuesday

March 13, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 13, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald, Kilander
Absent: Pawluk
Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 27, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held February 27, 2012 were approved without objection.

Approved the Airport Vouchers Totaling \$48,621.12:

Mr. Blazek moved to approve the airport vouchers totaling \$48,621.12.
Second by Dr. Clark.
On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to The Forum:

Mr. Blazek moved to approve the individual voucher in the amount of \$346.50 to The Forum for advertisement for bids, Runway 13/31-Taxiway A Reconstruction, Project AIP39.
Second by Gen. Macdonald.
On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Blazek moved to approve the individual voucher in the amount of \$9,814.42 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$43,080.68 to Flint Communications for partial payment request for 2012 Airport Marketing Program.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Blazek moved to approve the individual voucher in the amount of \$22,800.00 to Ulteig Engineers, Inc. for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project (\$11,100.00 – AIP39, \$11,700.00 – AIP40).

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Received Bid Tabulation and Recommendation of Award for Proposed US Customs and Border Protection General Aviation Facility:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated we received bids for the US Customs and Border Protection General Aviation Facility on March 6 and bid tabulations were distributed. Low bidders were as follows:

General Contractor	KBW Associates	\$647,750.00
Mechanical Contractor	Grants Mechanical	\$129,890.00
Electrical Contractor	Rick Electric	\$253,200.00 + \$2,500.00 Alt. E-1

Alternate A-1 in the amount of \$19,822.00 would use ceramic tile in lieu of VCT in two of the room. Ceramic tile would be more durable and require less maintenance.

Alternate A-2 in the amount of \$23,133.00 would add security chain link fence and a gate. He stated the fence and gate was bid as an alternate just so we could see the cost but this is

Received Bid Tabulation and Recommendation of Award for Proposed US Customs and Border Protection General Aviation Facility: (Continued)

actually required by Customs. He stated after discussing this with Mr. Dobberstein it seems to be best to install the fence now and just leave the gate open until a situation when Customs would need to have it closed.

Mr. Stroh stated we had quite a few more bidders than we did when the project was bid last fall. He stated we did not change a lot of things in the building plans. He stated part of that savings is probably due to the fact that construction will not be in the winter with unknown heating costs and the difference in the bidding climate this spring. He stated not considering Alternate #1 we saved over \$160,000 from the bids last fall.

Mr. Stroh stated on this particular project there are some shop drawing issues that are not common in building projects. He stated there are some structural calculations that allow us to verify to the federal government that the walls are blast proof, etc. He stated these were fairly substantial dollar amounts and we verified that the two lowest bidders included that in their bids.

Gen. Macdonald moved to award the bids for the US Customs and Border Protection General Aviation Facility to general contractor, KBW Associates, with Alternates A-1 and A-2, to mechanical contractor, Grant's Mechanical, and to electrical contractor, Rick Electric with Alternate E-1.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Received Bid Tabulation and Recommendation of Award for Runway 13/31 and Phase I – Taxiway A Reconstruction:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated bids for the Runway 13/31 and Phase I – Taxiway A Reconstruction were received on March 9. Bids were received from two contractors and Northern Improvement Co. is the apparent low bidder with a total bid of \$8,774,118.26 for the Base Bid, Alternate #1 and Alternate #2.

Mr. Klein stated he and Mr. Dobberstein have been working on scenarios for funding.

Mr. Dobberstein stated now that Congress has passed a long term reauthorization bill the FAA should be able to give us a better idea of grants and funding. He stated we will be able to cash flow the payments to the contractors until we receive our entitlement funds from the FAA. He stated he and Mr. Klein will work closely with the Bismarck FAA office on the funding matters.

Mr. Dobberstein stated the FAA has encouraged us to update our Airport Master Plan and also a Wildlife Hazard Assessment but those will have to be delayed due to funding issues. He stated he has requested that the ND Aeronautics Commission fund a Wildlife Hazard Assessment for all eight commercial service airports in the state and hire one firm to conduct all of the assessments.

Mr. Blazek moved to award the bid to Northern Improvement Company for the Runway 13-31/Taxiway A Reconstruction Project to include the Base Bid, Alternate #1 and Alternate #2 for a total of \$8,774,118.26.

Second by Dr. Clark.

Received Bid Tabulation and Recommendation of Award for Runway 13/31 and Phase I – Taxiway A Reconstruction: (Continued)

Mr. Dobberstein stated there may be some pavement in the intersection of the runway and taxiway we may decide to leave in place if it is in good shape. He stated with this type of project there is always a chance of changes in field quantities resulting in change orders but we will monitor those throughout the project.

Chairman Kilander called for a vote on the motion.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Received Engineering Proposal for Design of New Car Rental Parking Lot and Credit Card Parking Lot:

Mr. Jeff Klein, Ulteig Engineers, was recognized and presented a project budget worksheet for engineering services for the design and bidding process for the construction of the new rental car parking lot and expanding the existing car rental lot to a credit card in/credit card out long term parking lot. He stated they are proposing a fee of \$39,814.00 plus project direct costs of \$548.00. He stated that this includes \$1,500.00 for landscape architect fees as the board wanted to include trees and landscaping in the project.

Dr. Clark moved to approve the proposed engineering fees by Ulteig Engineers for the new car rental parking lot and credit card parking lot.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Preliminary 2011 Statement of Operations:

Mr. Dobberstein distributed and reviewed the preliminary 2011 Statement of Operations. He stated these figures will not be audited until about June.

The preliminary 2011 Statement of Operations was received and filed without objection.

Received Update on Air National Guard Transfer of Aircraft Shelters:

Mr. Dobberstein stated we have received a draft Memorandum of Agreement for Transfer of Facilities between the 119th Wing (ANG) and the Municipal Airport Authority. He stated this agreement is for the transfer of the aircraft shelters which are surplus for the Guard. He stated as we discussed previously it is our intention to then transfer ownership to the Fargo Air Museum. He stated the Guard preferred to transfer them to another government entity rather than directly to the museum. He added that we will also draft an agreement such as a bill of sale to the Fargo Air Museum so the Airport Authority will not have any financial responsibility or liability.

Mr. Dobberstein stated at some time in the near future the Fargo Air Museum will make a request of the Airport Authority to lease additional space on which to place these structures. He stated they currently have a Right of First Refusal on the property.

Received Update on Air National Guard Transfer of Aircraft Shelters: (Continued)

Mr. Dobberstein stated the Guard will have a few more shelters available and we have had some interest shown. He stated if the board were to decide to receive additional shelters we would probably receive proposals from interested parties.

Received Communication Regarding Auto BAHN Lease, Consent to Assignment:

Mr. Dobberstein stated he was contacted by Mr. Bernie Ness recently and advised that the AutoBAHN group is making a change in the bank that holds the mortgage on their car rental facility. He stated the Assignment of Lease to Choice Financial was reviewed by our legal counsel and they approved it. He stated this assignment should be approved by the board and it will be included in their lease.

Gen. Macdonald moved to approve the Consent to Assignment of the AutoBAHN lease to Choice Financial.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Construction and Security Update:

Mr. Dobberstein stated the TSA installed their second scanning machine last night.

Gen. Macdonald stated from time to time he hears a complaint from someone about their experience through the security checkpoint in Fargo. He stated he had one such complaint recently and he and Darren Anderson reviewed the video and the passenger's story did not at all match the video. This particular passenger went through the checkpoint without any problem. He asked the board members that if they also hear such a complaint to be certain to get the date and time so we can look into the situation.

Mr. Devin Mogck, TL Stroh Architects, was recognized and stated the pre-security food service remodeling project is moving on schedule. He added that the Subway counter will be the last portion of the project.

Mr. Mogck stated they have also been working on some concepts for an elevated walkway from the parking lot and an entrance connecting it to the terminal building. He stated the walkways would be 20' wide and include moving walkways going in and out and also a fixed walking lane for those not wanting to use moving walkways. He stated there would be entrances with stairs and elevators at three points throughout the parking lot.

Mr. Stroh stated they hope to have some estimated cost figures in April as well as an estimate of maintenance costs also.

Other Business:

Gen. Macdonald stated he and Mr. Blazek were part of the Fargo-Moorhead Air National Guard Support Group that met with congressional representatives in Washington, DC, regarding the proposed USAF Force Structure Changes and gave a brief report on their meetings.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, March 27, 2012.

Time at adjournment was 9:07 a.m.

Regular Meeting

Tuesday

March 27, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 27, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Pawluk, Macdonald, Kilander
Absent: Clark, Blazek
Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 13, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held March 13, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$14,710.02:

Mr. Pawluk moved to approve the airport vouchers totaling \$14,710.02.
Second by Gen. Macdonald.
On the call of the roll, members Pawluk, Macdonald, Kilander voted aye.
Absent and not voting: Clark, Blazek
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,600.65 to Sixel Consulting Group for payment request for professional services provided for the Network USA 2012.
Second by Mr. Pawluk.
On the call of the roll, members Pawluk, Macdonald, Kilander voted aye.
Absent and not voting: Clark, Blazek
The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,999.97 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Study and Master Plan.

Second by Mr. Pawluk.

On the call of the roll, members Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Blazek

The motion was declared carried.

Approved the Individual Voucher to Cougar Tree Care:

Gen. Macdonald moved to approve the individual voucher in the amount of \$28,080.00 to Cougar Tree Care payment request (full and final) for shelterbelt maintenance (MAA approved 2-14-12).

Second by Mr. Pawluk.

On the call of the roll, members Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Blazek

The motion was declared carried.

Received 2011 PFC Audit Report from EideBailly:

Mr. Dobberstein stated EideBailly conducted the audit of our PFC program for calendar year 2011. Their findings were that we have complied, in all material respects, with compliance requirements referred to that could have a direct and material effect on the PFC awards for the year ended December 31, 2011.

The 2011 PFC audit report was received and filed without objection.

Authorized Attendance at the AAAE Wildlife Management Course, Minneapolis, June 10-13, 2012:

Gen. Macdonald authorized attendance at the AAAAE Wildlife Management Course, Minneapolis, June 10-13, 2012.

Second by Mr. Pawluk.

All members present voted aye and the motion was declared carried.

Received Proposed Engineering Contract from Ulteig Engineers, Inc. for AIP39, Runway 13/31-Taxiway A Reconstruction Project:

Mr. Jeff Klein, Ulteig Engineers, was recognized and distributed the proposed project budget worksheets for the Runway 13-31 and Taxiway A Reconstruction Project including construction administration (\$29,475.00), construction observation, staking and testing (\$780,209.00), and project closeout (\$10,034.00). He stated that all of these amounts are "not to exceed."

Mr. Dobberstein stated the FAA requires an independent engineering review and as we have done in the past we will have City Engineer Mark Bittner conduct that review for us.

Received Proposed Engineering Contract from Ulteig Engineers, Inc. for AIP39, Runway 13/31-Taxiway A Reconstruction Project: (Continued)

Mr. Dobberstein stated the engineering contract will be reviewed by legal counsel.

Mr. Pawluk moved to approve the proposed Engineering Contract with Ulteig Engineers, Inc. for the Runway 13/31-Taxiway A Reconstruction Project, AIP39, subject to favorable reviews by legal counsel and an independent engineer.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Update on David F. Johnson Armed Forces Reserve Center and Continue Discussion on Kitchen Equipment Interest from American Legion Post #2:

Mr. Dobberstein stated that last Wednesday Chairman Kilander signed the document officially transferring the buildings to the Airport Authority. He stated when we first received word that we would be receiving the building, the Fargo American Legion Post #2 expressed interest in acquiring the kitchen equipment in the facility. He stated he feels it would be a great gesture on the part of the Airport Authority to give the equipment to the Legion.

Mr. Dobberstein stated there is still quite a bit of office furniture in the building. He stated we will probably leave the majority of that equipment in the building for the next occupant, but as far as the kitchen equipment the Guard has indicated that there would not be a kitchen function in the future.

Gen. Macdonald moved to approve the transfer of the kitchen equipment in the David F. Johnson Armed Forces Reserve Center to the Fargo American Legion Post #2.

Second by Mr. Pawluk.

All members present voted aye and the motion was declared carried.

Received Communications from Cityscapes Development Regarding Two Eastside Terminal Office Lease Requests:

The communications from Cityscapes Development and Letters of Intent/Lease Application Forms for two potential tenants for the Eastside Terminal were received and filed without objection.

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated the two letters of intent are from Staci Halvorson and Men's Hair House. He stated Ms. Halvorson is requesting a five year lease on the 238 sq. ft. office on the second floor and Men's Hair House is requesting a two year lease on the former Barnstormer office on the first floor.

Mr. Dobberstein stated Mr. Guy Kittelson, a current tenant in the building, has a 30 day right of first refusal on the office Ms. Halvorson is interested in but we have received communication from Mr. Kittelson waiving his right on the office.

Mr. Flacksbarth stated Men's Hair House is requesting that they be able to move into the office space starting March 24 but not start the actual lease payments until May 1, 2012.

Mr. Pawluk moved to approve the two lease requests (Staci Halvorson and Men's Hair House) with the lease payments beginning effective the date of occupancy.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated there will be a pre-construction meeting for the Runway 13/31-Taxiway A Reconstruction Project on April 3. He added that Northern Improvement indicated a start date of May 1 but may start in mid April.

Mr. Dobberstein stated the restaurant project is moving along. He stated it was reported yesterday that all of the equipment has arrived. He added that a Notice to Proceed was issued for the US Customs and Border Protection General Aviation Facility.

There was nothing to report on security

Other Business:

Mr. Dobberstein stated that CNH America (Case New Holland) who is currently the only member of our Foreign Trade Zone, recently applied for an expansion of their manufacturing authority and we were notified of approval of that application.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, April 10, 2012.

Time at adjournment was 8:30 a.m.

Regular Meeting

Tuesday

April 10, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 10, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: None

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 27, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held March 27, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$22,343.99:

Dr. Clark moved to approve the airport vouchers totaling \$22,343.99.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to EideBailly:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,500.00 to EideBailly for payment request for the 2011 PFC Audit.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$29,864.05 to Flint Communications for partial payment request for the 2012 Airport Marketing Program.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Fargo Jet Center:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,847.50 to Fargo Jet Center for payment request for co-op marketing program.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Dawson Insurance:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,500.00 to Dawson Insurance for the Builder's Risk Policy for the US Customs and Border Protection General Aviation Facility.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communications from Cityscapes Development Regarding Eastside Terminal Office Lease Requests:

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated we have a letter of intent to lease space in the Eastside Terminal from Sanford Health. He stated the space they are requesting is the 1,664 sq. ft., which is the former restaurant area on the first floor. He stated they are asking for a one year lease term with a 60-day termination notice.

Mr. Dobberstein stated they plan to use the space for their pilots' headquarters for the next few years until the new hospital opens. He stated this is an eligible aviation use so the lease would not be subject to cancellation as the other non-aviation tenants.

Mr. Pawluk moved to approve the lease with Sanford Health for the space in the Eastside Terminal effective June 1, 2012.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Mr. Flacksbarth stated he has another party interested in a small office space on the second floor but after doing a credit check he recommended the board not approve that request.

The consensus of the board was to accept the recommendation by Mr. Flacksbarth.

Received Request from the F-M Air National Guard Support Group:

Gen. Macdonald stated he is a member of the F-M Air National Guard Support Group and on behalf of the group today is presenting a request to the Municipal Airport Authority for financial support for their efforts to help maintain a manned flying mission at the North Dakota Air National Guard base at Hector International Airport in Fargo. He stated the support group has decided to employ a lobbyist, Mr. Paul Weaver, who is a former director of the Air National Guard.

Gen. Macdonald stated he feels we need to do everything we can to insure that we do have a manned flying mission in Fargo. He stated this is especially important to the airport because it would increase our aircraft rescue and firefighting costs by about 250% and the only options we have there are to add it to the costs to the airlines or pay it ourselves. He stated anything that adds to the cost per passenger has a direct impact on whether or not an airline provides air service to a community.

Gen. Macdonald stated the Support Group is requesting \$25,000 in financial support from the Municipal Airport Authority. He stated they are attempting to raise a total of \$150,000. He stated he feels this is a good investment for the airport as we have a chance to stop this before it gets any further. He stated the directive to Mr. Weaver will be to secure a manned flying mission for Fargo.

Gen. Macdonald moved the Airport Authority allocate \$25,000 to the F-M Air National Guard Support Group.

Second by Mr. Pawluk.

All members present voted aye and the motion was declared carried.

Mr. Blazek asked that the record show that he is also a member of the F-M Air National Guard Support Group.

Authorized Attendance at the ACI/NA Jumpstart Conference, June 4-7, 2012, Sacramento, CA:

Mr. Dobberstein stated this is the second Jumpstart Conference this year. He stated this is the conference at which our consultant, Sixel Consulting Group, arranges meetings with airlines regarding potential service possibilities. He stated Sixel has arranged a meeting with United at their headquarters on May 23 in Chicago.

Mr. Pawluk moved to authorize attendance at the ACI/NA Jumpstart Conference, June 4-7, 2012, Sacramento, CA, and also attendance at the meeting with United Airlines in Chicago on May 23, 2012.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received First Quarter 2012 PFC Report:

The PFC report for the first quarter of 2012 was received and filed without objection.

Mr. Dobberstein stated we are nearing the end of our collection period for PFC Application #6 and he will work with the FAA Minneapolis office on the closeout of that. We will also have to file an amendment with PFC Application #7 to incorporate the additional cost of the terminal building expansion.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated we conducted a pre-construction meeting for the runway project last week.

Mr. Dobberstein stated the restaurant remodeling project is moving along. He stated we are in the process of re-upholstering the booths and chairs as we own that equipment and it was CBM's desire to continue to use the existing seating.

Mr. Dobberstein stated all of the contracts for the US Customs and Border Protection General Aviation Facility were signed yesterday and the contractor has ordered steel and plan to start the project in May.

Mr. Dobberstein stated each year we do a significant amount of airfield marking and painting as the paint wears away over the winter. He stated this has to be done in order to comply with the FAA's certification requirements. He stated this involves roughly 90,000 sf of runway painting and 63,000 sf of removal and preparation. He stated our Airfield Maintenance Supervisor, Henry Swedberg, solicited bids from three firms. The bids received were as follows:

Highlight	\$132,269.00
Swanston Equipment	\$ 96,637.07
West River Striping	\$ 45,608.73

Mr. Dobberstein stated the difference in the cost is apparently the removal process. He stated someone highly recommended West River Striping from Glen Ulin, ND, so we will probably give them a try this year. He added that this is an expense that we are able to submit to the ND Aeronautics Commission for 50% reimbursement.

Other Business:

Mr. Dobberstein stated we received notice from the FAA that they are planning to decommission the Fargo outer marker. He stated the FAA has invited comments but he is not aware that it is an issue for Fargo.

Mr. Dobberstein stated the City Forester has moved ahead with ordering new trees to for replacements in the Riviera Heights shelterbelt and other trees around the airport property that need to be replaced due to wind damage, etc. He stated this is part of our ongoing shelterbelt maintenance. He stated the low bidder on the project was Midwest Landscaping for \$8,495.00 with work to be completed by June 15.

Mr. Dobberstein stated there is a parcel of land north of the airport that has requested a rezoning from the City of Fargo from agricultural to industrial. He stated Attorney Stewart will work with the Planning Commission on a proximity agreement recognizing the airport.

Adopted Resolution of Congratulations to Mr. James Sweeney:

Gen. Macdonald offered the following resolution of congratulations to Mr. James Sweeney and moved its adoption:

WHEREAS, The Municipal Airport Authority has learned of the recent election of Mr. James P. Sweeney as Chairman of the National Air Transportation Association, and

WHEREAS, It is the opinion of the Municipal Airport Authority that Mr. Sweeney, as co-founder of Fargo Jet Center, one of the top ten FBO's in the country, is a worthy choice as Chairman of the NATA, and

WHEREAS, Mr. Sweeney's chairmanship will no doubt benefit the NATA in continuing their mission as the leading national trade association representing the legislative, regulatory, and business interests of general aviation service companies and to provide education services and benefits to its members and to help ensure their long-term economic success, and

WHEREAS, The Municipal Airport Authority has valued its relationship with Mr. Sweeney and Fargo Jet Center and has appreciated all of his efforts on behalf of aviation in Fargo and the region and its many positive results for Hector International Airport.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby congratulate Mr. James Sweeney on this very prestigious and well deserved position as Chairman of the NATA.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to Mr. James Sweeney.

Second by Mr. Pawluk.

All members present voted aye and the resolution was declared to be duly passed and adopted.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, April 24, 2012.

Time at adjournment was 8:43 a.m.

Regular Meeting

Tuesday

April 24, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 24, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Kilander

Absent: Macdonald

Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 10, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held April 10, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$28,745.70:

Mr. Blazek moved to approve the airport vouchers totaling \$28,745.70.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$5,233.26 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Lot Study and Master Plan.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$3,822.11 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Lot Expansion Project.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Butler Machinery Company:

Mr. Pawluk moved to approve the individual voucher in the amount of \$31,126.00 to Butler Machinery Company for the purchase of a Schulte FX520 Rotary Cutter (MAA approved 2-12-12).

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Received Request from Cityscapes to Extend Their Listing Agreement for the Eastside Terminal:

The communication from Mr. Rick Flacksbarth, Cityscapes Development, dated April 18, 2012, was received and filed without objection.

Mr. Dobberstein stated the current listing agreement with Cityscapes Development for the Eastside Terminal Building will expire on April 30, 2012, and Cityscapes is requesting a one year extension of that agreement. He stated he would recommend the extension of the agreement.

Mr. Blazek moved to approve the one year extension of the listing agreement with Cityscapes Development.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Discussed Runway 9 Avigation Easement Project:

Mr. Dobberstein stated that last time the subject of the Runway 9 Avigation Easement was discussed by the board was back in November 2004. He stated the project was put on hold after some communication with the ND DOT. He stated Ulteig Engineers has put together the legal description for the easement we are seeking. He stated this easement will protect the property that would be affected by the runway protection zone for the ultimate length of Runway 9. He stated this will prohibit construction that would interfere with the runway. He stated the runway extension is not planned for a while but the process will take about two years so he would like to get started now.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated since we have not yet been able to provide justification to the FAA for the extension of Runway 9 they will not yet participate in the

Discussed Runway 9 Avigation Easement Project: (Continued)

cost for the avigation easement. He stated if the Airport Authority decides to move ahead with the easement process now we would be able to apply for reimbursement from the FAA in the future, however, the project would have to be conducted to Federal Land Acquisition Standards. He stated there are a number of costs involved in this project. He stated they are proposing two options as follows:

Option A

(Complete by federal land acquisition standards thus making it AIP eligible once the extension is justified)

- Ulteig - \$9,800.00 – Title review and negotiations
- Appraisal – Estimated \$3,000-\$5,000 per parcel (6 parcels)

Option B

(Complete to non-federal standards thus making it eligible for State funding)

- Ulteig - \$11,000 – Title review, land value analysis and negotiations
- Does not include potential compensation to land owners for easement.

Mr. Pawluk stated every year we wait increases the chance of some unforeseen problem development so he would urge that we move forward. He asked what role Ulteig would play in the appraisal process.

Mr. Dobberstein stated we would probably engage an appraiser directly if appraisals are necessary.

Mr. Pawluk stated getting federal reimbursement would not be the most important factor to him. He feels the important thing is to get any easements in place as soon as possible.

After further discussion, Mr. Pawluk moved the Executive Director be authorized to proceed with the method that puts an aviation easement in place for Runway 9.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Update on Parking Master Plan Study:

Mr. Jon Scrapper, Ulteig Engineers, was recognized and stated he is going to give an update on the parking study as a whole and TL Stroh Architects will have a presentation on some options for a parking ramp.

Mr. Scrapper stated they conducted a benchmark study looking at comparable airports in the northern region of the country. He stated of the six airports he contacted, the most similar to Fargo is Green Bay, WI. He stated they went through the same process we are going through now and were at the point where they were going to move forward with building a ramp and then Allegiant discontinued service and it changed their whole dynamic. He said he also had some discussion

Received Update on Parking Master Plan Study: (Continued)

with them on growth projections and available seats on the mainline carriers vs. leisure carriers such as Allegiant.

Mr. Terry Stroh and Mr. Devin Mogck, TL Stroh Architects, were recognized and presented some options on elevated walkways and a parking ramp. They reviewed some of the options for an elevated walkway, including moving walkways and an addition to the terminal building where the walkway would connect with the terminal. Estimated cost for a 20' wide walkway with the moving walkways is \$8.5 million. He stated the cost would be considerably less if you eliminated the moving walkways and built them 12' wide. He stated they have not yet done anything yet to determine estimated costs for maintenance of the walkways and elevators or temperature control. Mr. Stroh stated the elevated walkway does not increase the amount of parking spaces so it is probably not a feasible option to spend \$8.5 million yet not increase the number of parking spaces.

Mr. Stroh and Mr. Mogck presented options on a 1,200 stall parking ramp with an estimated cost of \$20,112,765, or \$16,760 per stall. He stated this cost estimate includes about \$300,000 for ticketing equipment. He stated we will be losing approximately 150 spaces in the current employee parking lot. Mr. Stroh stated the design for the ramp is simple and the site to the east of the terminal building with a south entrance is an ideal location.

Mr. Dobberstein stated the next step would be to look at the economic feasibility of the project. He stated the parking rate in the ramp will definitely be higher than in the surface parking lot so that will generate additional revenue. He stated there is also the possibility of car rental agencies being interested in leasing some of the spaces in the ramp. He stated we could also look at offering naming rights to the ramp for additional revenue as some other airports have done.

Mr. Pawluk stated this is definitely a huge deal for the airport and asked if it would be time to put our parking contract out for bids if we move ahead with this ramp.

Mr. Dobberstein stated that is always an option but Standard Parking has never given us a reason to look for another operator. He stated ideally Standard Parking would just take over the operation and maintenance of the ramp just as they do the current short and long term parking.

Mr. Pawluk stated not that we are dissatisfied with Standard but he feels we should have that discussion.

Chairman Kilander stated he feels that is secondary to the decision as to whether or not we move forward based on economic feasibility. He stated the changes we are making to the parking lots this summer will probably meet our needs for the next three years.

Mr. Dobberstein stated the immediacy of this project is unknown at this time. He stated it will definitely be Allegiant that drives our numbers rather than the mainline airlines.

Mr. Pawluk stated his goal is to identify the best alternative and then come up with a plan and identify the trigger point at which we implement that plan.

Mr. Dobberstein stated we will meet with the Standard Parking representatives at the AAEE Conference in Phoenix. He stated their directive will be to come up with formulas for the rates and how the parking lot revenue will be used to pay for the ramp. He stated we should have had an increase in parking rates some time ago.

Mr. Stroh stated the ramp project from start to finish would probably take about two and a half years.

Mr. Dobberstein stated we will put our bond consultant (Springstead) together with Standard Parking to come up with various scenarios on how we could pay for this project.

Airport Construction and Security Update:

Mr. Dobberstein stated KBW Associates will be starting on the US Customs General Aviation Facility next week.

Mr. Devin Mogck, TL Stroh Architects, was recognized and reported on the restaurant remodeling project. He stated the final item is the vinyl wall covering and they are waiting for the material to arrive. He stated once that is done they will start on the Subway portion.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Northern Improvement has started on the Runway 13/31 and Taxiway A Reconstruction Project last Monday and they anticipate having all of the existing concrete removed sometime this week.

There was nothing to report on security.

Other Business:

Mr. Dobberstein stated he previously advised the board of the notice from the FAA that they plan to decommission the outer marker. He stated the National Guard received notice from the FAA of the decommissioning of the Tactical Air Navigation Approach. He stated we have not yet been notified but heard about this through the Guard. He stated at this point it does not appear to be an issue. He stated the ND Aeronautics Commission will help in getting word out to pilots concerning the opportunity for comments.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 22, 2012, at 8:00 a.m. (May 8, 2012 meeting was cancelled.)

Time at adjournment was 8:58 a.m.

Regular Meeting

Tuesday

May 22, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 22, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Blazek, Pawluk, Macdonald, Kilander

Absent: Clark

Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 24, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held April 24, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$59,146.95:

Mr. Pawluk moved to approve the airport vouchers totaling \$59,146.95.

Second by Gen. Macdonald.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approve the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$102.00 to Sixel Consulting for payment request for airline presentation materials.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Foreign-Trade Zone Corporation:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,787.50 to the Foreign-Trade Zone Corporation for payment request for preparation of annual report.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$15,048.45 to Flint Communications for partial payment request for the 2012 Airport Marketing Program.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,070.90 to Rick Electric for Partial Payment Request #1 for electrical construction of US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,328.60 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$820,134.61 to Northern Improvement Company for Partial Payment Request #1 for construction of the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Fargo Electric:

Gen. Macdonald moved to approve the individual voucher in the amount of \$70.00 to Fargo Electric for utility locates for the US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,500.00 to Sixel Consulting for payment request for the leakage study.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,960.50 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2012 Parking Lot Project.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to the City of Fargo:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,505.50 to the City of Fargo for partial payment request for special assessments for the sealcoat of 16th Street North.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Request to Place a Memorial Area in the Airport Viewing Park:

Mr. Dobberstein stated Mr. Paul Dennis was a long time controller in the Fargo Tower and recently died unexpectedly while on a mission trip in Haiti. We have received a request from his wife, Lori Dennis, along with his fellow controllers for permission to place a park bench along with a plaque in his memory in the Airport Viewing Park. He stated Lori worked with Roger Gress, Fargo Park District, on a plan for the location of the bench. Mr. Dobberstein explained that while we own the property on which the Airport Viewing Park is located it is a joint venture with the Fargo Park District. He stated the Park District takes care of the mowing of the area, garbage removal, etc., and we take care of the snow removal. He stated the Dennis family will be paying 100% of the cost of the installation of the bench and the Airport Authority would have no financial or maintenance responsibilities. He stated this is not something we do all of the time but could certainly allow.

Mr. Pawluk stated he has mixed feelings on this. He stated Mr. Dobberstein indicated this is not something we would do all of the time but if we say yes to this request then we would have to do it all of the time. He stated he is concerned about the precedent this sets and points out the need for a written policy on memorials.

Gen. Macdonald stated he shares those feelings.

Chairman Kilander stated that was also his initial feeling but then he considered Mr. Dennis's long term relationship with this airfield. He stated he also wondered if this would open the floodgates but that tempered his feelings.

Mr. Blazek stated the Westside Terminal area has been in existence for over 25 years now and this is the first such request he is aware of for the viewing park so he does not see the floodgates opening up by our accommodating this request. He added that with the ties Mr. Dennis had to the tower and his co-workers being able to see that memorial from the tower he feels it is very fitting.

Mr. Dobberstein stated the family will be responsible for long term maintenance of the memorial area.

Mr. Pawluk stated at some time in the distant future someone will have to make a decision on when the fixture is beyond its service life and the Authority will need to have the ability to make the decisions that need to be made with regards to disposing of the fixture or ending the relationship. He stated he is still not comfortable with this as we do not have a policy in place. He stated he thinks it is a nice idea to recognize the individual but in terms of the airport and its operation he is not comfortable with it.

Mr. Blazek moved to move forward with the requested memorial area in the Airport Viewing Park.

Received Request to Place a Memorial Area in the Airport Viewing Park: (Continued)

Gen. Macdonald stated he feels the Authority should have a policy in place restricting the granting of these requests requiring a minimum number of years with direct affiliation with the airport. He stated even with those requirements there would be a ton of people who would qualify. He stated he would support the motion if it were expanded to include mention of Mr. Dennis's length of direct affiliation with the airport.

Mr. Dobberstein stated we have accepted other gifts such as the sundial by the flag poles as well as the memorial in the flower area gifted by the Corwin family.

Mr. Blazek withdrew his motion.

Mr. Blazek moved that in honor of Paul Dennis's 25 years of service to the FAA Control Tower at Hector International Airport that we approve the construction, at no cost to the Airport Authority for installation or maintenance, the memorial in the Airport Viewing Park.

Second by Gen. Macdonald.

Members Blazek and Macdonald voted yes.

Pawluk voted no.

The motion was declared carried.

Reviewed Proposal from Sanford Health to Make Improvements in the Eastside Terminal:

Mr. Dobberstein stated we received a request from Sanford Health for approval to improvements they plan for the space they lease in the Eastside Terminal.

The communication from Sanford Health was received and filed without objection.

Mr. Dobberstein stated their current lease is for one year and it will be a substantial investment on their part. He stated if the board approves the improvements Sanford is also wondering if they will be required to remove the improvements upon the vacancy of the space or would they be allowed to be left in place.

Mr. Pawluk stated he thinks the improvements would make the space more desirable than as it now exists.

Chairman Kilander stated he thought the proposed improvements were positive.

Gen. Macdonald asked if the removal of the improvements can be negotiable at the time of vacancy.

Mr. Dobberstein stated we could include such a clause in the lease amendment. He stated he thinks they will be in the space for at least two years and he would have no problem allowing them to leave the improvements in place and the next tenant will have to modify it to their needs.

Mr. Pawluk moved the request for improvements to the Sanford space be authorized and that the amendment to the lease contain a clause allowing for negotiation of the removal of improvements at the time the space is vacated.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Update from Jeff Johnson Regarding Proposed South General Aviation Area Hangar Project:

Mr. Dobberstein stated in early 2010 Mr. Jeff Johnson proposed constructing a hangar in the southeast general aviation area. At that time Mr. Francis Butler had a right of first refusal on the site but waived his right.

Received Update from Jeff Johnson Regarding Proposed South General Aviation Area Hangar Project: (Continued)

Mr. Jeff Johnson was recognized and reviewed his proposed hangar plan. He stated he is proposing an 80' x 80' hangar with a 15' gap between his hangar and Butler's hangar which would put the edge of his building right at the existing fence.

Mr. Dobberstein stated Mr. Johnson could certainly move the fence at his expense.

Mr. Johnson stated he is planning access to his hangar from 16th Street so he would like to request a curb cut.

Mr. Dobberstein stated the Airport Authority can approve the concept of a curb cut for access but since it is off a city street the approval comes from the City of Fargo.

Mr. Dobberstein advised Mr. Johnson that if he is planning for a larger aircraft at some time in the future that would impact the design of the taxi lane in anticipation of the Fargo Air Museum's expansion in that direction.

After further discussion, Mr. Pawluk moved to approve the concept proposed by Mr. Johnson for construction of a hangar, subject to meeting all requirements.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Update on Runway 9 Avigation Easement:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated since the last meeting they have received a draft easement from the airport's legal counsel. He stated there are four property owners involved in this process; NDSU, ND Dept of Transportation, Federal Highway Administration and Burlington Northern. He stated once we have the draft easement finished we will approach each property owner. He stated these properties will be impacted but no one has plans for development on the sites involved.

Authorized Attendance at the AAAE Russell Hoyt National Air Service Conference, October 21-23, 2012, New Orleans, LA:

Mr. Pawluk moved to authorize attendance by interested board members and staff at the AAAE Russell Hoyt National Air Service Conference, October 21-23, 2012, New Orleans, LA.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Authorized Attendance at the 40th Annual National Association of Foreign Trade Zones Conference, September 9-12, 2012, San Diego, CA:

Mr. Pawluk moved to authorize attendance at the 40th Annual National Association of Foreign Trade Zones Conference, September 9-12, 2012, San Diego, CA.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Northern Improvement is making very good progress on the Runway 13/31 and Taxiway A Reconstruction Project. He stated the weather has been in their favor and they are ahead of schedule so far.

Mr. Klein stated as far as the parking lot project, they have been working with the City of Fargo on storm water requirements and with Standard Parking on all of the gate locations. He stated it is our plan to receive bids on June 25 and award the contract at the meeting on June 26.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are currently pouring footings and foundations at the US Customs General Aviation Facility. He stated the restaurant project is close to being complete with the exception of the Subway and that portion is at a standstill waiting for the equipment.

Mr. Dobberstein stated we will be paying for some flooring replacement at the front because the FAA participated in the cost because it is considered a public seating area.

Other Business:

Mr. Dobberstein stated he recently attended the Allegiant Air Conference and they reported that all of the North Dakota airports are doing well for Allegiant.

Mr. Dobberstein stated we have had some pilots express concern about a bump on Runway 9/27. He stated Ulteig Engineers is going to help us locate the spot using their high definition scanner at night.

Mr. Dobberstein stated United Airlines bid out all of their stations and Skywest was notified last week that they lost the Fargo station. He stated in the next 60-90 days it will transition to Regional Elite, which is the company that handles Delta in Fargo. He stated our lease is with Skywest so we will have to change our lease to United Airlines and we will be talking with Mr. John DeCoster on hiring him to help us with those negotiations.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 12, 2012.

Time at adjournment was 8:52 a.m.

Regular Meeting

Tuesday

June 12, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 12, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 22, 2012:

The minutes of the Regular Meeting of the Municipal Airport Authority held May 22, 2012, were approved with one correction.

Approved the Airport Vouchers Totaling \$36,202.27:

Mr. Pawluk moved to approve the airport vouchers totaling \$36,202.27.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Pawluk moved to approve the individual voucher in the amount of \$537.60 to Sixel Consulting Group for payment request for Allegiant Air Conference.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Pawluk moved to approve the individual voucher in the amount of \$2,250.00 to Sixel Consulting Group for payment request for quarterly airline reports.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Midwest Landscaping:

Mr. Pawluk moved to approve the individual voucher in the amount of \$8,495.00 to Midwest Landscaping for Riviera Heights shelterbelt tree replacements.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,992.90 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$2,707.28 to Flint Communications for partial payment request for 2012 Airport Marketing Program.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Mr. Pawluk moved to approve the individual voucher in the amount of \$94,666.00 to KBW Associates for Partial Payment Request #1 for general construction of US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Grant's Mechanical:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,704.00 to Grant's Mechanical for Partial Payment Request #1 for mechanical construction of US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rick Electric Construction:

Mr. Pawluk moved to approve the individual voucher in the amount of \$6,300.00 to Rick Electric Construction for Partial Payment Request #2 for electrical construction of US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Pawluk moved to approve the individual voucher in the amount of \$806,566.84 to Northern Improvement Company for Partial Payment Request #2 for construction of Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Fargo Electric:

Mr. Pawluk moved to approve the individual voucher in the amount of \$70.00 to Fargo Electric for utility locates in conjunction with the US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from Paul Bernabucci Requesting Five Year Lease Extension for North General Aviation Area Hangar:

The communication from Mr. Paul Bernabucci dated May 29, 2012, was received and filed without objection.

Mr. Dobberstein stated Mr. Paul Bernabucci has indicated he would like to exercise the five year option on his north general aviation area hangar lease.

Gen. Macdonald moved to approve the request by Mr. Paul Bernabucci for a five year extension to his hangar lease.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Authorized Attendance at the Great Lakes Chapter AAE Conference, August 2-5, 2012, Appleton, WI:

Mr. Pawluk moved to authorize attendance at the Great Lakes Chapter AAE Conference, August 2-5, 2012, Appleton, WI.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Proposal to Replace Two-Way Radio System:

Mr. Dobberstein stated we have been advised by the FCC that radio operators with our type of frequency (400 MHz) will have to update radios by January 2013 due to the addition of half channels. He stated we will not have to change our radio frequency but since they will be adding half numbers we will need equipment with that capability. He stated the good news is that we will not have to replace our repeater or all of our mounting brackets. He stated we received a quote from MidStates Wireless for \$20,516.00. Mr. Dobberstein stated we did check with other vendors but this method is the most cost effective since we will be able to keep our repeater and mounts. He stated this does fall within our purchasing guidelines.

Mr. Blazek moved to accept the proposal from MidStates Wireless for the replacement of the two-way radio system per their quotation of \$20,516.00.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Received Proposal to Replace Tennant Sweeper Unit:

Mr. Dobberstein stated we budgeted last year to replace the Tennant sweeper. He stated this unit is used in the buildings as well as the area in front of the terminal building. He stated the current unit will be sold at the City's auction or an on-line auction. He stated we have received a quotation of \$27,547.52 from Tennant Sales and Service Company for a Model S20 Sweeper, which is the GSA pricing through the state bid.

Mr. Pawluk moved to approve the purchase of a Tennant Model S20 Sweeper from Tennant Sales for the state bid price of \$27,547.52.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Communication from Cityscapes Regarding Eastside Terminal Office Space Letter of Intent:

The communication from Mr. Rick Flacksbarth, Cityscapes, dated June 7, 2012, was received and filed without objection.

Mr. Dobberstein stated we received a Letter of Intent from Myriad Devices LLC, a company that makes mobile apps for computers. He stated they are requesting a two year lease effective September 1, 2012, on 1,265 square feet on the second floor of the Eastside Terminal.

Received Communication from Cityscapes Regarding Eastside Terminal Office Space Letter of Intent: (Continued)

Mr. Dobberstein stated their letter also indicates they would like the Right of First Refusal on the first floor space currently leased by Sanford.

Mr. Pawluk moved to approve the lease with Myriad Devices LLC.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and reported on the Runway 13/31 and Taxiway A Reconstruction Project. He stated last Monday night was the start of the first 40 hour closure of Runway 18/36 and Northern Improvement did a fantastic job. He stated they got in and completed all of the work scheduled and finished eight hours ahead of schedule. He stated the control tower reported no issues during that closure.

Mr. Pawluk stated he would like to acknowledge both Northern Improvement and Ulteig Engineers and express appreciation for their work on the project so far. He stated closing the main runway for 40 hours is a major event and it takes a lot of planning to do that and make it look so easy, while we know it is not.

Mr. Klein stated we started advertisement for bids for the parking lot project yesterday and will open bids on July 9.

Mr. Dobberstein stated the US Customs and Border Protection General Aviation Facility is making progress. He stated the Subway in the terminal will be opening tomorrow. He stated the last phase of the restaurant project is the final flooring in the front seating area.

There was nothing to report on security.

Other Business:

Mr. Dobberstein stated we have been advised that SkyWest Airlines, who does the ground handling for United Airlines, will be done here on August 31 and Regional Elite will be taking over that contract. He stated Regional Elite currently does the ground handling for Delta. He stated we don't like to see SkyWest leaving because SkyWest they have done a great job here. He stated we will be transitioning that building lease to United Airlines.

Mr. Dobberstein stated the North Dakota Aeronautics Commission awarded over \$1 million in grants to state airports recently. He stated we requested \$449,439 and were awarded \$341,429. He stated that was primarily for the Runway 13/31 and Taxiway A Reconstruction Project.

Mr. Dobberstein stated we found out recently that Dakota Carrier Network is installing a fiber optic line from the Armed Forces Reserve Center along the Cass County easement in the ditch along County 20 and now all of a sudden they are looking for a route to go from County 20 down University

Other Business: (Continued)

Drive. He stated since North University Drive is going to be improved from 32nd Avenue North to County 20 in the not too distant future they are trying to find a place for this fiber optic so we are the obvious choice. He stated Attorney Stewart had some conversations with the City of Fargo Engineering Office. He stated Kadrmars, Lee and Jackson is the engineering firm hired by Dakota Carrier Network to decide where to put that route. He stated we will do our best to make certain it is put in a location where it will not have to be disturbed.

Mr. Dobberstein stated Hertz has been notified by their corporate headquarters that their back wall signage at the counter will be transitioning to a large digital flat screen rather than a fixed sign. He stated he contacted a couple of the other agencies to see if they had any similar plans in the near future but he did not hear back from them.

Mr. Dobberstein stated Spectrum Aeromed leases Hangar #9 and they have requested authorization to install, at their expense, two windows on the south side of the building to provide more natural light. He stated they would also like to install a canopy over the walkway between the hangar and the Eastside Terminal. He stated they are also going to install two 44" x 44" dampers and louvers to circulate more air in the hangar. He stated their investment in these improvements will be about \$40,000. He stated hangar foundation on the parking lot side has heaved where the main garage door is located. He stated this is an item that would be our responsibility and the estimated cost for that repair is \$5,000 and he will have more information on that repair later.

Mr. Pawluk stated he would like to see us do something with the letters on the airport entrance sign as you cannot see the letters at night. He stated he would like us to look into white letters rather than black.

Gen. Macdonald reported that there has been a change in the plan to transfer the aircraft shelters from the Guard to the Airport Authority and the Airport Authority then gifting them to the Fargo Air Museum. He stated the Guard is not able to dispose of them until at least 2013. He stated the Air Museum is probably going to look at building a structure. He stated if the shelters do become available at some time in the future they may consider at least one of the structures to place somewhere on the airport for aircraft storage.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 26, 2012.

Time at adjournment was 8:42 a.m.

Regular Meeting

Tuesday

June 26, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 26, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander

Absent: None

Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 12, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held June 12, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$26,930.65:

Mr. Pawluk moved to approve the airport vouchers totaling \$26,930.65.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of \$923.07 to Sixel Consulting Group for payment request for Jumpstart Conference presentations.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,085.85 to Sixel Consulting Group for payment request for United Airlines headquarters meeting.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$117,042.10 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,454.71 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 9 Easement Project.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$22,027.39 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Rental Car Parking Lot Expansion.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Technologies:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,234.00 to Northern Technologies for payment request for testing services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Update from Fargo Air Museum:

Gen. Macdonald stated the proposed reception of a couple of aircraft shelters from the Air National Guard is now on hold and the problem is we have no idea if they will ever be released. He stated the Fargo Air Museum has decided to press forward with plans for a 100' x 150' building in the same location. He stated there are still a number of approvals that need to be received but he is requesting approval from the Airport Authority.

Received Update from Fargo Air Museum: (Continued)

Mr. Pawluk moved to approve the request from the Fargo Air Museum to place a 100' x 150' building, subject to receipt of all required approvals.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Communication from Dakota Carrier Network Requesting Easement for Fiber Optic Cable Installation:

The communication dated June 13, 2012 from the general manager of Dakota Carrier Network was received and filed without objection.

Mr. Dobberstein stated as we discussed briefly at the last meeting, a few weeks ago we noticed someone installing underground cable north of the airport. He stated we finally tracked down that the project is being conducted by Dakota Carrier Network and they are installing fiber optic cable for the Army National Guard. He stated the original plan was to use the City of Fargo's right of way along University Drive to 25th Avenue. He stated after conversations with the Engineering Department they determined that when North University Drive is improved in the near future that cable would be right in the middle of that right of way. He stated Dakota Carrier Network through Kadrmas, Lee and Jackson submitted a request to our office for an easement to install that line on airport property inside the perimeter fence. He stated they are requesting an 8' easement.

Mr. Dobberstein stated in the interest of being a good neighbor to the Guard he would be in favor of approving this easement. He stated he has some concern about 8' when they could probably get by with 3' or 5'. He stated the City of Fargo charges for easements but the Airport Authority has never done that.

Mr. Pawluk stated with a utility easement the utility company then in effect owns the property as they control what happens on the property, but a clause in the easement requiring them to move the cable if necessary does protect us somewhat. He stated an 8' easement is probably not unreasonable. He stated his greatest concern is always making certain that the property is restored after the project is completed.

After further discussion, Mr. Pawluk moved to authorize the Executive Director to negotiate a utility easement with Dakota Carrier Network that is in the best interest of the airport.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Update on Airport Entrance Sign:

Mr. Jim Hanson was recognized and stated he is the landscape architect involved with the airport entrance sign. He also introduced Mr. Brent Waldera, Indigo Signs. He stated he had been asked to look at some options for more visibility of the letters on the sign which was constructed three years ago. He stated the letters are currently backlit with LED lights and the lights seem to be dimming. He stated he asked Indigo Signs to propose possible solutions.

Mr. Waldera was recognized and stated one option would be to replace the letters with a face lit channel letter. He stated this would give the maximum readability at night. He stated the existing halo lit letters are lit from the back and have a more upscale appearance.

Received Update on Airport Entrance Sign: (Continued)

Gen. Macdonald stated he does not necessarily see a problem seeing the letters at night but rather during the day.

Mr. Pawluk asked how much it would cost just to do some testing and add white vinyl to the front of a few of the letters. He stated he likes the look of the face lit letters but he is not willing to spend another \$8,000 on the sign without considering something else. He stated he really likes the face lit letter and thinks it would really stand out. He stated he just wishes we knew that three years ago. He asked if anyone had considered a reflective material on the existing letters.

Mr. Waldera stated he is concerned with maintaining the aesthetics of the sign. He stated it is a beautiful sign that was well designed and he does not want to slap something on there that will look like an afterthought. He stated he is willing to do some more samples for the board's consideration.

After further discussion, Mr. Blazek moved the matter be tabled until the next meeting when we have more information.

Second by Mr. Pawluk.

All members present voted aye and the motion was declared carried.

Received Request to Assign SkyWest Airlines Lease to United Airlines, Inc.:

The communication from Mr. Bryan Phillips, SkyWest Airlines, dated June 19, 2012, was received and filed without objection.

Mr. Dobberstein stated this communication from Mr. Phillips requests to assign its lease obligation to United Airlines, as SkyWest will no longer ground handle in Fargo after August 29, 2012.

Gen. Macdonald moved to approve the assignment of lease from SkyWest Airlines to United Airlines as requested.

Second by Mr. Pawluk.

All members present voted aye and the motion was declared carried.

Received Communications from Schatz and Bernabucci Regarding Hangar Transaction and Assignment of Respective Lease Agreements:

The communications dated June 25, 2012 from Paul Bernabucci and Northwest Aviation, LLC (Schatz) were received and filed without objection.

Mr. Dobberstein stated Mr. Paul Bernabucci and Mr. Danny Schatz have entered into negotiations to exchange hangars. He stated Mr. Bernabucci's hangar is in the north general aviation area and Mr. Schatz's hangar is in the south general aviation area. He stated the board just approved the extension of Mr. Bernabucci's lease for five years but Mr. Schatz would prefer a 10 or 20 year lease for the ground lease on that hangar. He stated we can nullify the recent extension of the Bernabucci lease and grant a 10 year lease to Mr. Schatz. He stated the current lease on the Schatz hangar expires in 2021 so that might be a straight assignment to Bernabucci without any extension at this time.

Received Communications from Schatz and Bernabucci Regarding Hangar Transaction and Assignment of Respective Lease Agreements: (Continued)

Mr. Pawluk moved to authorize the assignment of the respective ground leases between Paul Bernabucci and Northwest Aviation, LLC (Schatz) with a 10 year term on the lease assigned to Schatz.

Second by Dr. Clark.

Mr. Dobberstein stated Mr. Schatz has an approved fuel trailer and he would like a location in the north general aviation area and he will pay for a concrete pad on which to park the trailer. He stated his preference would be to locate the pad near a fire hydrant in the area of his hangar. He stated this would be with the understanding that if someone wanted to build a hangar in that area he would have to relocate the pad. He stated the second option is to locate the trailer near the fuel farm but he did not care for that option.

Mr. Pawluk moved to approve Mr. Schatz's request to locate his fuel trailer on a concrete pad to be negotiated with the Executive Director, subject to all requirements being met, with the understanding that if someone else wants to build a hangar he will have to relocate.

Second by Gen. Macdonald.

After further discussion, Chairman Kilander called for a vote on the motion to approve the assignment of the two ground leases.

All members present voted aye and the motion was declared carried.

Chairman Kilander called for a vote on the motion to approve the location of Mr. Schatz's fuel trailer.

All members present voted aye and the motion was declared carried.

Discussed Option to Call 2004D Airport Revenue Bonds:

Mr. Dobberstein stated in May 2011 the board requested information on the process to call the 2004D Airport Revenue Bonds, or basically pay off the 2013 and 2014 principal amounts early. He stated the earliest we could redeem the bonds is September 1, 2012. He stated the cash requirement would be \$1,462,500. He stated the net savings calculated by Springstead would be \$74,705, which is a \$77,205 interest savings less a cost of \$2,500 for the transaction. He stated we do not have to make a decision today.

Gen. Macdonald stated he feels this is a no brainer and feels we should pay them off early.

Mr. Blazek stated he would agree.

It was the consensus that a decision would be made at the next meeting.

Received Preliminary CY2013 Budgets:

Mr. Dobberstein distributed proposed CY2013 Operations and Maintenance and Improvement Fund budgets and reviewed the figures.

The board members were instructed to review the proposed budgets for approval at the next meeting and certify the mill levy to the City of Fargo.

Airport Construction and Security Update:

Mr. Jeff Klein, Uteig Engineers, was recognized and stated last night Northern Improvement began the second of three closures of the main runway during the reconstruction of Runway 13/31 and Taxiway A. He stated Northern has brought in some additional crew for the closure period to make certain we meet the deadline.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, July 10, 2012, at 8:00 a.m.

Time at adjournment was 9:18 a.m.

Regular Meeting

Tuesday

July 10, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 10, 2012 at 8:00 am in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander

Absent: None

Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 26, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held June 26, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$36,502.11:

Mr. Pawluk moved to approve the airport vouchers totaling \$36,502.11.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Approved the Individual Voucher to The Forum:

Mr. Pawluk moved to approve the individual voucher in the amount of \$175.50 to The Forum for advertisement for bids for Parking Lot Expansion Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Technologies:

Mr. Pawluk moved to approve the individual voucher in the amount of \$5,500.00 to Northern Technologies for payment request for soil tests for parking ramp.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Mr. Pawluk moved to approve the individual voucher in the amount of \$125,746.00 to KBW Associates for Partial Payment Request #2 for general construction of the US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Grant's Mechanical:

Mr. Pawluk moved to approve the individual voucher in the amount of \$3,150.00 to Grant's Mechanical for Partial Payment Request #2 for mechanical construction of the US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Mr. Pawluk moved to approve the individual voucher in the amount of \$52,020.00 to Rick Electric for Partial Payment Request #3 for electrical construction of the US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$2,618.24 to Flint Communications for partial payment request for 2012 Airport Marketing Program.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,328.60 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,053,047.08 to Northern Improvement Company for Partial payment Request #3 for construction of runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$103,549.46 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,990.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Lot Expansion Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye. No member being absent and none voting nay the motion was declared carried.

Received 2nd Quarter 2012 PFC Report:

The 2nd Quarter 2012 PFC Report was received and filed without objection.

Continued Discussion Regarding Call Option of 2004D Airport Revenue Bonds:

Mr. Dobberstein stated we discussed the option to call the 2004D Airport Revenue Bonds at the last meeting. He stated the earliest date we are entitled to redeem the bonds is September 1, 2012, or any day thereafter. He stated there is a 30 day notice required so if we give notice by August 2 we can redeem the bonds on September 1. He added that if the board decides to go ahead with this we will have our bond counsel, Erik Johnson, prepare a formal resolution.

Mr. Blazek moved to redeem the 2004D Airport Revenue Bonds at the earliest opportunity.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Certified Mill Levy to the Board of City Commissioners for 2013 Improvements Per Section 2-06-14 of the North Dakota Century Code:

Gen. Macdonald moved to certify to the Board of City Commissioners a mill levy amount of \$700,000 not to exceed 2.0 mills, as per Section 2-06-14 of the North Dakota Century Code.

Second by Mr. Blazek.

Mr. Pawluk stated this is the only opportunity this board has to have anything to do with property taxes and everyone feels property taxes are too high. He stated this board has enough revenue to operate the airport without doing anything different. He stated he is going to vote against this motion.

Gen. Macdonald stated several years ago he suggested the same thing and at that time everyone involved recommended against it. He stated unless he hears something different he will support staying at two mills. He stated we are looking at needing a \$21 million parking ramp. He stated he would not support going to zero but he would consider reducing it to one mill.

Chairman Kilander called for a vote on the motion.

Clark, Blazek, Macdonald, Kilander voted aye.

Pawluk voted no.

The motion was declared carried.

Approved Proposed 2013 Budget:

Mr. Dobberstein stated the only item that will change from the figures distributed at the last meeting will be the bond principal and interest payment since the board just voted to redeem the 2004D Airport Revenue Bonds. He stated the only other item that may change is a cost of living change in salaries.

Gen. Macdonald moved to approve the budget for 2013.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Received Communication from Jim O'Day Regarding Possible Hangar Project:

The communication from Mr. Jim O'Day dated July 3, 2012, was received and filed without objection.

Mr. Dobberstein stated Mr. O'Day is proposing to construct a 75' x 80' hangar with 16' sidewalls in the north general aviation area and at this point he is looking for approval of the concept. He stated the proposed location is in accordance with our Airport Master Plan. He stated the setback from the taxi lane still needs to be determined. He stated at some time in the future if Mr. O'Day decides to get a larger aircraft such as a King Air the taxi lane would need to be expanded approximately 12'.

Mr. Dobberstein stated he recommends the board approve the concept and allow Mr. O'Day to move on to the next step of formal drawings, airspace study, etc.

Received Communication from Jim O'Day Regarding Possible Hangar Project: (Continued)

Mr. Pawluk moved to approve the hangar concept proposed by Mr. O'Day.
Second by Dr. Clark.

Mr. Blazek moved to amend the motion to include the setbacks for a King Air.
Second by Dr. Clark.

Chairman Kilander called for a vote on the amendment to the motion.
All members present voted aye and the amendment was declared carried.

Chairman Kilander called for a vote on the amended motion.
All members present voted aye and the motion was declared carried.

Continued Discussion Regarding Entrance Road Sign Light Improvement Options:

Mr. Brent Waldera, Indigo Signs, was recognized and stated after the discussion at the last meeting he was directed by the board to install white vinyl on the front of the existing letters on the entrance sign. He stated they applied vinyl to the "Hector" letters on the sign. He stated that would take care of the concerns about visibility during the day. He stated he did put one face lit letter on the sign last night and took a photo. He stated the photo did not turn out that well but the face lit letter was substantially brighter than the existing letters.

Mr. Jim Hanson, Hanson Designs, was recognized and stated the white vinyl looks great through twilight but after twilight it looks the same as it does now.

Mr. Waldera stated he agrees the white vinyl is a daytime solution. He stated the estimate to apply white vinyl to all of the letters is \$1,100.00. He stated replacing the existing letters with the face lit letters would be a little over \$8,000.00. He stated he tried to replace the LED lighting in some of the letters as a sample but was not able to do that. He stated if the board wants a change in the lighting he would recommend going with the face lit letters.

Gen. Macdonald stated he thought the one face lit letter looked overly bright in the photo, although he did not see it at night.

Mr. Pawluk stated he feels that we paid for this sign once and is disappointed we have to go through this process, but he feels the vinyl overlay on the letters addresses his concerns. He stated he does feel the \$1,100.00 seems high.

Mr. Pawluk moved to proceed with the application of white vinyl letters on the entrance sign and that the Executive Director also get a price from a second vendor.

Second by Mr. Blazek.

Gen. Macdonald stated he did not see the letters with the vinyl overlay at night so he would like to have some time for everyone to have a chance to see it at night before we proceed with spending \$1,100.00.

Mr. Pawluk withdrew his motion.

Mr. Blazek withdrew his second.

Continued Discussion Regarding Entrance Road Sign Light Improvement Options: (Continued)

It was the consensus to defer the matter until we have had a chance to see the letters with the vinyl overlay both during the day and at night.

Mr. Pawluk stated he is not willing to spend an additional \$8,000.00 on the sign.

Mr. Blazek stated he agrees and would have a hard time spending an additional \$8,000.00 on a non-revenue generating item. He stated it is too bad we did not get this right the first time.

Received Bid Tabulation and Recommendation of Award for Parking Lot Expansion:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated we received bids yesterday for the parking lot expansion project. He stated we received three bids and Border States Paving was the low bidder with a total of \$1,288,080.40 for the base bid and three alternates.

Mr. Klein stated the base bid (\$1,029,140.90) includes constructing 310 new stalls for the car rentals north of their service facility, relocating the west perimeter road, convert the existing car rental lot into a credit card long term lot. He stated Alternate #1 (\$168,622.20) is to construct the 98 stalls on the south end of the existing rental car lot and Alternate #2 (\$68,250.00) is to install rental car sign posts in steel bollards. Alternate #3 (\$22,067.30) is to widen the sidewalk adjacent to the rental car lot west of the terminal in order to provide better flow between the terminal and the new credit card lot.

Mr. Pawluk moved to receive the bids and award the project to the low bidder, Border States Paving, for the base bid, Alternate #1 and Alternate #3 for a total of \$1,219,830.40.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Communication from Standard Parking Regarding Lease Extension and Proposed 2012 Parking Project:

The communication dated June 28, 2012 from Mr. Clint Joy, Vice President/Regional Manager for Standard Parking was received and filed without objection.

Mr. Dobberstein stated Mr. Clint Joy, Standard Parking, is here today to request a lease extension and a proposal for participation in the parking lot expansion project.

Mr. Joy was recognized and stated his communication of June 28 proposes an investment by Standard Parking of \$107,245 for the purchase and installation a new access revenue control system for the new economy lot and an upgrade of the system in the current lot. He stated Standard is now increasing their offer of participation an additional \$93,000 toward the construction of the new lot in exchange for a five year extension of their lease. He stated they are also proposing a new rate structure as follows:

LONG TERM	\$1.00 each half hour \$7.00 daily maximum \$42.00 weekly maximum
SHORT TERM	\$1.00 each half hour \$9.00 daily maximum

Received Communication from Standard Parking Regarding Lease Extension and Proposed 2012 Parking Project: (Continued)

ECONOMY LOT	\$1.00 each half hour
(New lot)	\$6.00 daily maximum
	\$36.00 weekly maximum

Mr. Pawluk stated he is a supporter of Standard Parking and he is satisfied with what has been done in the past, with just a few exceptions. He stated he would like to call to the attention of the board members the fact that in the past whenever we have put contracts out for bid we have always improved our situation (giftshop, restaurant). He stated Standard Parking may very well be the best provider for us but he would like to know that for certain rather than just routinely extending these contracts and in effect locking out anyone else from making a proposal. He stated that with the kind of dollars that are generated by the parking lot he feels we have a responsibility to see what other options might be available. He stated he does not see anything wrong with Standard's proposal before us today but would like the opportunity to hear from other parking lot companies.

Gen. Macdonald stated if we move ahead with the parking ramp he would see us going through the request for proposal process just prior to the ramp becoming operational. He stated he would suggesting extending the current Standard lease for a period not to exceed five years with a new lease to be effective when the new ramp is operational whether that is with Standard Parking or whichever company's proposal is selected.

Mr. Pawluk stated there is a strong likelihood that Standard Parking would be the successful bidder. He stated one downside to waiting until just before the ramp is operational would be that during design and construction we would not have the benefit of input from the operator as we would not yet have an operator selected. He stated he has long objected to the idea of continually rolling over these contracts and locking out anyone else.

Mr. Joy stated they have been an integral part of the parking lot master plan study that has been going on for more than two years and he would hate to see a loss in continuity. He stated it is more than just running a parking lot and he would certainly like to see the partnership continue.

Mr. Dobberstein stated he would recommend granting Standard's request for an extension through 2018. He stated at some point in the future the board can decide if they want to put the contract out for bids. He stated Standard has done a great job for us.

Gen. Macdonald stated about the only reason to request proposals would be a change in percentages, which are pretty much market based anyway. He stated he feels we have had a wonderful relationship with Standard. He stated he understands what Mr. Pawluk is saying and he thinks an RFP process would be reasonable when we start seriously exploring a parking structure. He stated he has no objection to this extension.

Mr. Pawluk stated the one concern he has had with Standard Parking is the snow removal and he does not think they have done a good job on that. He stated he feels it is absolutely essential that they have a skid steer on site at all times in the winter to clean out the parking spots.

Mr. Joy stated they have purchased a skid steer and also a generator for power outages.

Received Communication from Standard Parking Regarding Lease Extension and Proposed 2012 Parking Project: (Continued)

Mr. Dobberstein stated there are major changes coming forward in air service. He stated we have no guarantees that our boardings will continue as they are now. He stated the only people that control what we do are the airlines and if we don't have the seats available nothing else matters.

Gen. Macdonald moved to accept the proposal by Standard Parking for an extension to their lease through December 31, 2018.

Second by Dr. Clark.

Mr. Pawluk moved to amend the motion to add the caveat that at the end of this extension we do not grant any more extensions to this lease and that we request proposals from other operators.

Motion failed for lack of a second.

Mr. Dobberstein stated the new rates would go into effect when the new economy lot opens, which should be in October.

Mr. Joy stated this increase will put us in line with other airports in the region. He stated right now Fargo's rates are the lowest among other airports of similar size.

Chairman Kilander called for a vote on the motion.

All members present voted aye and the motion was declared carried.

Received Communication from Reliance Leasing, Inc. Regarding Extension of Lease:

The communication from Mr. Bernie Ness, Reliance Leasing, dated July 9, 2012, was received and filed without objection.

Mr. Pawluk moved to approve the request from Reliance Leasing, Inc. for a five year extension to the ground lease for their service facility in the south general aviation area.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Communication from Enterprise Holdings Regarding Extension of Lease:

The communication from Julie McGrath, Enterprise Holdings, dated July 9, 2012, was received and filed without objection.

Mr. Dobberstein stated Enterprise is requesting a five year extension of the ground lease for their service facility in the southeast general aviation area. He stated they are requesting a three month termination notice but he stated he would recommend just a straight extension without the requested cancellation clause.

Mr. Blazek moved to approve the five year extension to the lease requested by Enterprise Holdings but not to include the termination clause requested.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Continued Discussion Regarding Airport Parking Master Plan Study:

Mr. Jon Scrapper, Ulteig Engineers, was recognized and stated today we are going to talk about forecast modeling for the parking master plan study, review the study options and also discuss a decision matrix so that we can start moving closer to deciding which of the three remaining options the board favors.

Mr. Scrapper stated he worked with a professor at UND who used to do forecast modeling for the FAA and he helped him develop a formula so that we can accurately predict the impact on parking based on the number of seats available. He stated in working with this formula they definitely found the impact Allegiant seats had on parking since Allegiant customers tend to leave their cars in the parking lot.

Mr. Scrapper stated Mr. Terry Stroh has some updates on the options for the walkway and the parking ramp. He stated Mr. Stroh will also review the decision making matrix they have put together for the board members to complete and hopefully we will have the results at the next meeting.

Mr. Terry Stroh was recognized and stated they have used a matrix for all sorts of decisions in their projects. Mr. Stroh reviewed the matrix and the items the board will be ranking in terms of importance.

Dr. Clark now absent.

Mr. Pawluk stated with the parking lot expansion we are doing this summer we have bought ourselves some time for us to come up with a plan. He stated the next 12 months should give us some idea. He stated he thinks we will use this time to move ahead with the plans for a parking ramp and then when we reach the trigger point we will begin construction on the parking ramp.

Mr. Blazek stated he thinks a conservative more likely alternative is to construct the \$3 million overflow lot south of the road and operate a seasonal shuttle service.

Mr. Dobberstein stated he would like to meet with representatives from the Chamber of Commerce as well as the Greater Fargo-Moorhead Economic Development Corporation, present these concepts to them and get their feedback on the direction they feel we should on airport parking expansion as they represent the business community.

Mr. Pawluk asked Mr. Clint Joy for his comments.

Mr. Joy was recognized and stated what most of their airports are doing now is lot expansion with seasonal shuttles as this gives them the flexibility to shut down a parking lot during slower times. He stated the trend seems to be toward not building parking ramps because of fear of the unknown and what may happen with airline boardings, especially at airports this size.

Gen. Macdonald stated he would like to see cost estimates for a walkway from the terminal to the middle of the far south section of the existing lot, as well as the cost to extend over the road to an expanded lot. He asked Mr. Stroh if he was aware of an existing walkway similar to what he is proposing.

Mr. Dobberstein stated the airport at Cedar Rapids has a walkway but it is on ground level, not elevated.

Continued Discussion Regarding Airport Parking Master Plan Study: (Continued)

Chairman Kilander invited comments from anyone present at the meeting today.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and asked if the walkway is moving why it would have to be elevated.

Mr. Stroh stated if it is not elevated it divides the parking lot and you would have to have multiple exits and entrances.

Mr. Bernie Ness (Avis and Budget) was recognized and stated he feels the ramp is the long term solution. He stated considering maintenance and operating costs for an elevated walkway the additional \$8 million for a ramp makes more sense. He stated it will cost more to construct but he thinks people will prefer to park in a ramp and you will be able to charge more.

After further discussion, Mr. Dobberstein stated he will reach out to both the Chamber and Economic Development for their input.

Chairman Kilander stated the board's focus has always been the travelling public and how we can best serve them. He stated we have been competitive and want to maintain that competitive advantage.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Northern has had some issues with the concrete that has been poured on the Runway 13/31 and Taxiway A Reconstruction Project. He stated we may even have to remove and replace some of the concrete. He stated they are working with Northern Improvement on a solution.

Other Business:

Mr. Dobberstein stated we did have a request for Change Order #1 from KBW Associates to the US Customs and Border Protection General Aviation Facility. He stated it was a piece of concrete that was underground and had to be removed. He stated this was not shown on any plans. He stated the work has already been done.

Mr. Blazek moved to approve Change Order #1 in the amount of \$600.00 to KBW Associates for the removal of a section of underground concrete.

Second by Mr. Pawluk.

All members present voted aye and the motion was declared carried.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held July 24, 2012.

Time at adjournment was 10:02 a.m.

Regular Meeting

Tuesday

July 24, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 24, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander

Absent: None

Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 10, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held July 10, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$ 26,299.51:

Mr. Pawluk moved to approve the airport vouchers totaling \$26,299.51.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Technologies:

Gen. Macdonald moved to approve the individual voucher in the amount of \$644.00 to Northern Technologies for payment request for quality testing services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to West River Striping Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$50,797.29 to West River Striping Company for payment request (full and final) for removal of runway pavement markings and replace runway pavement markings.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Continued Discussion Regarding Entrance Road Sign:

Mr. Dobberstein stated following discussion at the last meeting he was directed to get proposals to apply white vinyl to the backlit letters on the airport entrance sign. He stated he received proposals from Indigo Sign (\$651.75) and Custom Graphics (\$875.00).

Mr. Pawluk moved to accept the bid from Indigo Sign in the amount of \$651.75 for the application of white vinyl over the backlit letters.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Northern Improvement is now entering Phase II of the Runway 13/31 Reconstruction Project, which is the portion east of Runway 18/36. He stated there is an issue with the pavement on Phase I, the west portion of the project. He stated there are some joints that are holding water due to surface deviations. He stated Ulteig has hired an independent inspector to give us a second opinion. He stated there is a 2,000' x 75' section they have advised Northern Improvement will need to be removed and replaced. He stated the last payment request to Northern reflected this issue and there was no payment for concrete as we have not yet accepted it. He stated we will have more to report at the next meeting.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated he has not gotten responses from all of the board members on the matrix for the parking lot but the information he has gathered so far favors a walkway. He indicated he will wait for the responses from all of the board members.

Other Business:

Mr. Pawluk stated he would like to see the board discuss the future of the recently acquired armed forces reserve center at our Annual Meeting in January 2013.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 14, 2012, at 8:00 a.m.

Time at adjournment was 8:25 a.m.

Regular Meeting

Tuesday

August 14, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 14, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald, Kilander

Absent: Pawluk

Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 24, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held July 24, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$24,485.05:

Dr. Clark moved to approve the airport vouchers totaling \$24,485.05.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Tennant Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$27,547.52 to Tennant Company for Tennant S20 Power Sweeper (MAA approved June 12, 2012).

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,209.52 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Study and Master Plan.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,328.60 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Northern Technologies:

Gen. Macdonald moved to approve the individual voucher in the amount of \$349.50 to Northern Technologies for partial payment request for quality testing services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,800.78 to Flint Communications for partial payment request for 2012 Airport Marketing Program.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$48,311.00 to KBW Associates for Partial Payment Request #3 for general construction of the US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Gen. Macdonald moved to approve the individual voucher in the amount of \$33,390.00 to Rick Electric for Partial Payment Request #4 for electrical construction of US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,250.00 to Sixel Consulting Group for payment request for quarterly airline reports.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,146,171.28 to Northern Improvement Company for Partial Payment Request #4 for construction of Runway 13/31 and Taxiway a Reconstruction Project (AIP39 and AIP40).

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$97,581.19 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,945.27 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP40.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Strata Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,760.00 to Strata Construction for payment request (full and final) for ARFF phone line installation.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved Resolution to Call 2004D Airport Revenue Bonds:

Mr. Dobberstein stated that Attorney Erik Johnson, our bond counsel, has prepared the Notice of Call for Redemption in accordance with the proper public process to call bonds. He stated he has prepared the appropriate resolution and will give the 30 day notice effective September 1 so on or after October 1 we can pay off the bonds.

Gen. Macdonald moved to approve the resolution to call the 2004D Airport Revenue Bonds.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Communication from Myriad Devices to Lease Additional Space in the Eastside Terminal:

The communication from Myriad Devices was received and filed without objection.

Mr. Dobberstein stated we have received a letter of intent from VFM LLC (Myriad Devices) for a small office on the second floor of the Eastside Terminal (192 sf.) effective September 1 for a two year lease. He stated they are moving into their larger space on the second floor also effective September 1.

Attorney Tjon stated we could do an amendment to their current lease but since it is such a separate space we might want to put together a secondary lease.

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated their business is expanding quite rapidly and they would be interested in any other space that may become available in the future.

Dr. Clark moved to approve the two year lease of the 192 square foot office on the second floor of the Eastside Terminal to VFM LLC effective September 1, 2012.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Approved Change Order G-2 from KBW Associates for an Increase of \$1,491.00:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated that Change Order #2 is to add flat strapping to bearing angles on the precast concrete panels. He stated after the panels were in place it was evident that the additional strapping was needed.

Mr. Blazek moved to approve Change Order G-2 to KBW Associates for an increase of \$1,491.00.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Received Construction Services Proposal from Ulteig Engineers, Inc. for Parking Lot Expansion Project:

The construction services proposal from Ulteig Engineers, Inc. was received and filed without objection.

Mr. Jeff Klein, Ulteig Engineers, Inc., was recognized and stated Ulteig Engineers, Inc. is proposing a contract for construction services for the parking lot expansion project with a total not to exceed \$97,084.00. He stated this would include construction administration, construction observation/staking. He stated this includes full time inspection of eight hours per day, five days per week, for nine weeks. Mr. Klein stated this is on a "not to exceed" basis so if they do not need to be out there inspecting they won't be out there.

Chairman Kilander stated he does not know why this project would need full time inspection.

Mr. Klein stated they do not need to have full time inspection. He stated they can be there fewer than eight hours a day. He stated eight hours a day would be the maximum and we can certainly revise that.

Received Construction Services Proposal from Ulteig Engineers, Inc. for Parking Lot Expansion Project: (Continued)

Mr. Dobberstein stated when materials are hauled in the inspector would be on site to verify loads and quantities. He stated outside of that it would probably be morning and afternoon coordination with the contractor. He stated his guess is that the actual hours will be significantly less.

Mr. Klein stated they could put together a revised budget.

Gen. Macdonald stated he has faith that Ulteig will respect its association with the airport and would not be on site if it is not necessary.

Gen. Macdonald moved to approve the Construction Services Proposal from Ulteig Engineers, Inc. for the Parking Lot Expansion Project.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Authorized Attendance at the International Convention of Airshows, December 10-13, 2012, Las Vegas, NV:

Dr. Clark moved to authorize attendance at the International Convention of Airshows, December 10-13, 2012, Las Vegas, NV, by Mr. Dobberstein and Mr. Blazek.

Second by Macdonald.

All members present voted aye and the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they are just getting started on the parking lot project. He stated as far as the runway project, they are done with all of the 40 hour closures. He stated next week they are going to get started on the taxiway into the cargo ramp.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are moving along on the US Customs building. He stated they are at the point where progress should start to be noticeable.

Other Business:

Mr. Dobberstein stated Mr. Danny Schatz recently acquired the former Bernabucci hangar in the north general aviation area. He stated Mr. Schatz paved a large area on the east side of his hangar for his fuel trailer. He stated we had talked about parking the fuel trailer at least 50 feet from the hangar. He stated right now he is planning on putting in a small concrete stub south of the taxi lane on which to park the trailer. He stated this will be done at his own expense and knows it will have to be moved if the airport needs it for development. He stated his second option is to bury a tank at the north fuel farm. He stated Mr. Schatz will submit a request to the board.

Other Business: (Continued)

Mr. Dobberstein stated that Frontier Airlines has announced that due to overwhelming customer response they are moving up their start date to November 9. He stated Frontier will qualify for our \$25,000 participation in marketing and also waived landing fees for the first 12 months, which should amount to about \$12,000. He stated the properties people will be here sometime to look at counter space.

Gen. Macdonald stated we did not get Frontier Airlines back to Fargo just by snapping our fingers. He stated he would like to commend Mr. Dobberstein and Sixel Consulting Group for their work in making this happen. He stated this is a real plus for Fargo and should have a dramatic effect on our west bound fares.

Mr. Dobberstein stated American Airlines will be here for a meeting at 9:00 to give us an update on their bankruptcy and labor negotiations.

Mr. Dobberstein stated Allegiant Air is going to start a nationwide vacation promotion and their tour bus will be in Fargo on September 6. He stated the location will be West Acres and they will be working with a local radio station (BOB 95). He stated they will be offering vouchers in the amount of \$21.60 (average amount of tax on airlines tickets) when you provide your e-mail address. He stated there will also be drawings for round trip tickets and there will be one winner in this nationwide promotion for free flights for four years.

Mr. Dobberstein stated a production company called Shed Media US is working with Allegiant Air on a television documentary for the History Channel featuring winter operations at a regional airport. He stated they chose Fargo as the site and we have been in contact with the company for a number of months and have signed a letter of intent with them. He stated it could all fall apart but as of now they are working with Allegiant to film their operations sometime this winter. He stated Allegiant was pretty excited to be involved in this project.

Mr. Dobberstein stated this is an item that just came up yesterday. Mr. Dalles Jorgenson is proposing to conduct an event on airport property which is leased to NDSU on September 15. He stated Mr. Jorgenson originally contacted Mr. Tom Teigen, NDSU, and Mr. Teigen is also present today. He asked Mr. Jorgenson to explain his proposal.

Mr. Jorgenson was recognized and stated he is proposing an obstacle course event (Dakota Dash) which he would like to see become an annual event in Fargo. He stated he is working Bobcat as one of the sponsors who would have equipment on site. He stated the site would not be altered at all, no mud, sand, etc., as all of the obstacle courses are structures which are already built and would be brought to the site. He stated he would need access to the land the Monday before the event. He added that alcohol would be prohibited at this event.

Mr. Dobberstein stated there is a similar event in Fergus Falls on the same date and the group behind that event has been working on it for over a year. He asked Mr. Jorgenson how he thinks he will be able to pull this off in 30 days.

Mr. Jorgenson stated he likes nothing more than a challenge. He stated he has discussed this idea with someone from the F-M Athletic Commission and they have been considering bringing the national Warrior Dash to Fargo.

Other Business: (Continued)

Mr. Jorgenson reviewed the proposed obstacle course. He stated he has talked with F-M Ambulance regarding having emergency medical personnel on hand during the entire event.

Mr. Dobberstein stated if the board concurs the decision really falls on NDSU since they are leasing the land.

Mr. Tom Teigen was recognized and stated his next visit is with the university's legal counsel. He stated this is the first time he heard this may be an annual event, but they rotate crops and there is a very good chance there would be soybeans planted on this land and chances are they would not be harvested by September. The crop this year was wheat which has been harvested and the site has been disked.

Mr. Jorgenson stated that 15% of the profits from this event would go toward the Wounded Warrior Project.

After further discussion, Gen. Macdonald moved to authorize the subletting of the proposed site by NDSU to Dakota Dash, subject to a hold harmless agreement for the Airport Authority.

Second by Dr. Clark.

Mr. Blazek stated he supports the decision to go forward but is very apprehensive at this point. He stated after being involved with the Airsho for many years he thinks Mr. Jorgenson has no idea of the expenses involved.

Chairman Kilander called for a vote on the motion.

All members present voted aye and the motion was declared carried.

Gen. Macdonald stated he would like to extend kudos to the airport staff doing the grounds maintenance and also the Park District for the flower gardens. He stated the entire airport grounds look very nice and would like to compliment the staff on a great job.

The meeting was adjourned until the next regular meeting to be held Tuesday, August 28, 2012, at 8:00 a.m.

Time at adjournment was 8:37 a.m.

Regular Meeting

Tuesday

August 28, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 28, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald, Kilander
Absent: Pawluk
Others: Stewart

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 14, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held August 14, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$21,640.47:

Dr. Clark moved to approve the airport vouchers totaling \$21,640.47.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Mr. Blazek moved to approve the individual voucher in the amount of \$37,390.59 to Border States Paving for Partial Payment Request #1 for construction of the 2012 Parking Lot Expansion Project.

Second by Dr. Clark.
On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Received Communication from Shaw Investments, LLC Renewing Eastside Terminal Lease:

The communication dated August 12, 2012 from Shaw Investments, LLC was received and filed without objection.

Mr. Dobberstein stated Mr. Shaw is requesting a five year extension of his lease which expires September 30, 2102.

Mr. Blazek moved to approve the five year extension to the Shaw Investments, LLC lease.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Communication from Integrated Commercial Solutions Renewing Eastside Terminal Lease:

The communication dated August 3, 2012 from Integrated Commercial Solutions was received and filed without objection.

Mr. Dobberstein stated ICS is requesting a one year extension of their lease for space in the Eastside Terminal which expires September 30, 2012.

Gen. Macdonald moved to approve the one year extension of the lease with Integrated Commercial Solutions.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Communication from Northstar Aviation Insurance Regarding Additional Eastside Terminal Space:

The communication dated August 22, 2012 from Northstar Aviation Insurance, Inc. was received and filed without objection.

Mr. Dobberstein stated Northstar Aviation Insurance has been a long term tenant in the Eastside Terminal building and they have been interested in the leasing the US Customs Office space for some time. He stated they would also request authorization to install a couple of doors at their expense. He stated we are not certain when this space will be available as we don't know when the new Customs building project will be complete.

Mr. Dobberstein stated we have had an automatic 3% increase in the lease rates in the Eastside Terminal for a while now but we might want to look at adjusting that as 3% might be aggressive.

Dr. Clark moved to approve the request from Northstar Aviation Insurance, Inc. to lease the US Customs Service office in the Eastside Terminal when it becomes available.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Discussed September and October Meeting Dates:

After discussion, meeting dates were set for September 25 and October 9.

Discussed Property Acquisition Project:

Mr. Dobberstein gave a brief summary of the history of negotiations since 2004 with the Martin family on the proposed acquisition of their property north of the airport, west of County 31. He stated our current offer is \$335,000, which includes an administrative settlement. He stated he would recommend the purchase if we want to maintain protection for the airport.

Gen. Macdonald moved to approve the acquisition of the Martin property for \$335,000.

Second by Dr. Clark.

Mr. Blazek disclosed that Bremer Bank has a mortgage on the property and he is a representative of Bremer Bank.

Attorney Stewart stated the closing agreement will include reference to some spoil piles adjacent to County Drain #10 that the Martins still want access to and we will name a definite time by which the area must be restored.

Chairman Kilander called for a vote on the motion.

All members present voted aye and the motion was declared carried.

Adopted Resolution of Appreciation for Retiring Equipment Operator III, Allen Neubauer:

Dr. Clark offered the following resolution of congratulations to Mr. Allen Neubauer:

WHEREAS, The Municipal Airport Authority has learned of the upcoming retirement of Equipment Operator, Mr. Allen "Altimeter" Neubauer, and

WHEREAS, Mr. Neubauer has been a dedicated and valued employee of the Municipal Airport Authority as an equipment operator for almost 14 years, working long hours during snowstorms to keep the airport open and operating safely, and

WHEREAS, The Municipal Airport Authority wishes to express its appreciation to Mr. Neubauer for his years of service to Hector International Airport.

NOW THEREFORE, BE IT FURTHER RESOLVED, That the Municipal Airport Authority extends its best wishes to Mr. Neubauer in his retirement and future endeavors.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to Mr. Allen Neubauer.

Second by Mr. Blazek.

All members present voted aye and the resolution was declared to have been duly passed and adopted.

Received Communication from Danny Schatz Regarding Proposed Fuel Tank Installation:

Mr. Dobberstein stated in July, Danny Schatz and Paul Bernabucci exchanged hangars. He stated he and Darren Anderson met with Mr. Schatz at his new hangar location in the north general aviation area to look at options for a location to place his approved mobile fuel trailer. He stated the Fargo Fire Department will not allow him to park the trailer within 50 feet of the hangar so he was looking at paving an area on which to park the trailer. He stated since that time Mr. Schatz has indicated a desire to install an underground tank. He stated he advised Mr. Schatz that since 2009 the Airport Authority's policy is that any fuel tanks must be located in the north fuel farm or the fuel farm in the south general aviation area.

Chairman Kilander asked if there is any compelling reason to go against the policy established in 2009 that all fuel tanks be located in either of the two fuel farm areas.

Mr. Dobberstein stated Mr. Schatz prefers a buried tank and the Fargo Fire Department also seems to prefer underground tanks. He is proposing to install an underground tank just to the west of the Fargo Jet Center fuel farm with a dispenser that will be out of the object free area.

Mr. Dobberstein stated it does not matter to him whether the tank is above or below ground as he will have to meet all local, state and federal guidelines. He stated since the tank is for private use he may not be subject to many federal regulations. He stated his preference is that all tanks be restricted to the fuel farm areas. He added that at some time in the future if there is enough activity in the north general aviation area we may see a self fueling facility in the north general aviation fuel farm.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated that north fuel farm was designed to accommodate a self-fueling facility.

Mr. Dobberstein stated the decision the board needs to make today is the location of the tank.

Chairman Kilander asked the board members if anyone has a compelling reason to change our policy on fuel tanks.

Mr. Blazek stated Mr. Schatz is certainly a valued tenant of the airport, but he stated he does have an opinion on above vs. below ground. He stated he has been involved in several environmental hazard cleanup projects for underground tanks but never for an above ground tank. He stated his preference would be above ground tanks but he would not vote against an approved underground tank.

Mr. Dobberstein stated Mr. Schatz is in the fuel business and there is probably no one else with the ability to buy enough fuel to make it cost effective.

Mr. Schatz now present.

Chairman Kilander advised Mr. Schatz that the board has discussed the request and the board decided to continue with its policy adopted in 2009 to locate all fuel tanks in the fuel farms.

Mr. Schatz was recognized and stated he has no problem with that decision. He stated he requested an underground tank because he feels that is the safest and easiest. He stated he is aware that if he were to install an underground tank he would be responsible for its removal and any cleanup at such time he would no longer be a tenant. He reviewed his request for an underground tank in an area adjacent to his hangar with a fuel dispenser the required distance from the hangar building. He stated if he were to place a tank in the fuel farm he would prefer to bury the pipe for the dispensing system to be located near his hangar in order to alleviate any problems with the maintenance of the airfield.

Received Communication from Danny Schatz Regarding Proposed Fuel Tank Installation:
(Continued)

After further discussion, it was the consensus that Mr. Schatz would continue to work with Mr. Dobberstein on a plan for his fuel needs.

Airport Security and Construction Update:

There was nothing to report on security.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the US Customs General Aviation Facility project is progressing.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they are working on the underground utilities for the parking lot project. He stated on the airfield project they are working on the taxiway to the cargo apron. He stated paving operations on the east side of Runway 36 are continuing. He stated they are still waiting for test results and the report on the Taxiway A construction. He stated all parties have been made aware of the time sensitive nature of the matter and our desire to take corrective measures yet this fall.

Other Business:

Mr. Jon Scaper, Ulteig Engineers, was recognized and stated that the Fargo Air Museum relies on scheduled events at the museum for cash flow. He stated over the years it has become popular to have caterers at the events and they have a proposal for an improvement to make it more operationally friendly for the caterers. He stated the museum is proposing to have a permanent catering station inside the building but would need to connect to an existing sanitary sewer line under the ramp pavement. He stated this would require cutting part of the ramp, connecting to the existing line and replace the pavement. He stated they will comply with all of the requirements of the City of Fargo.

It was the consensus of the board to grant the Fargo Air Museum's request for this connection to the existing sanitary sewer line.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, September 25, 2012.

Time at adjournment was 8:46 a.m.

Regular Meeting

Tuesday

September 25, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 25, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald, Kilander
Absent: Pawluk
Others: Stewart, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 28, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held August 28, 2012 were approved without objection.

Approved the Airport Vouchers Totaling \$43,780.35:

Dr. Clark moved to approve the airport vouchers totaling \$43,780.35.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$2,385.74 to Flint Communications for partial payment request for 2012 Airport Marketing Program.
Second by Gen. Macdonald.
On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Dr. Clark moved to approve the individual voucher in the amount of \$59,480.00 to KBW Associates for Partial Payment Request #4 for general construction of US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Dr. Clark moved to approve the individual voucher in the amount of \$17,420.00 to Rick Electric for Partial Payment Request #5 to Rick Electric for electrical construction of the US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Dr. Clark moved to approve the individual voucher in the amount of \$1,055,497.96 to Northern Improvement for Partial Payment Request #5 for construction of the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Dr. Clark moved to approve the individual voucher in the amount of \$223,729.50 to Northern Improvement for Partial Payment Request #5 for construction of Runway 13/31 and Taxiway A Reconstruction Project, AIP40.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$87,088.94 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$5,354.12 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP40.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$18,405.77 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2012 Parking Lot Expansion Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Dr. Clark moved to approve the individual voucher in the amount of \$37,390.59 to Border States Paving for Partial payment Request #1 for construction of the 2012 Parking Lot Expansion Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mark C. Pope Associates, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$12,881.44 to Mark C. Pope Associates, Inc. for the ground power unit for Gate #1 jetway.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Received Change Order No. 1 to Northern Improvement for an Increase of \$5,513.28 to the Runway 13/31 and Taxiway A Reconstruction Project, AIP39:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Change Order G-1 to the runway 13/31 and Taxiway A Reconstruction Project, AIP39, for an increase of \$5,513.28 consists of two items. He stated the first item has to do with the base plates for the Taxiway A edge lights. The existing taxiway edge lights were located in the grass areas and had non-loading bearing cans. The new Taxiway A edge lights will be installed in the pavement and will require heavy duty cans (allows for use of taxiway as a runway in the figure). The intention was to salvage the existing light fixtures and base plates and reinstall them on the new heavy duty cans, however, the base plate bolt pattern for non-load bearing cans does not match base plate bolt pattern for heavy duty can so new base plates are necessary. The light fixtures will be reinstalled as originally planned. He stated the second item involves saw cutting an expansion joint in some concrete, which was an item that could not have been anticipated.

Gen. Macdonald moved to approve Change Order No. 1 in the amount of \$5,513.28 to Northern Improvement.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Change Order E-1 to Rick Electric for an Increase of \$868.00 for the US Customs and Border Protection General Aviation Facility:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated Change Order E-1 to Rick Electric for an increase of \$868.00 for the US Customs and Border Protection Facility was for a telecommunications main grounding bar for the relocation of some equipment racks at the request of US Customs, and also for the relocation of an exterior light fixture.

Mr. Blazek moved to approve Change Order E-1 to Rick Electric for an increase of \$868.00

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Received Change Order G-3 to KBW Associates for a Decrease of \$3,414.00 for the US Customs and Border Protection General Aviation Facility:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated that Change Order G-3 to KBW Associates for a decrease of \$3,414.00 for the US Customs and Border Protection General Aviation Facility for the deletion of two computer stations, changes to a stainless steel exam counter, and the deletion of two stainless steel exam counters.

Dr. Clark moved to approve Change Order G-3 to KBW Associates for a decrease of \$3,414.00.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Change Order G-4 to KBW Associates for an Increase of \$17,320.00 for the US Customs and Border Protection General Aviation Facility:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated Change Order G-4 to KBW Associates for an increase of \$17,320.00 is for two additional passenger processing area computer exam counter stations, a change in countertop width, and a strike interface controller module. He stated these were changes requested by US Customs after casework shop drawings were reviewed and redlined.

Dr. Clark moved to approve Change Order G-4 to KBW Associates for an increase of \$17,320.00.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Discussed Purchase of Vacuum Sweeper from the City of Fargo Public Works:

Mr. Dobberstein stated we have been using a 2009 Tymco 500X sweeper that belongs to the City of Fargo Public Works. He stated they have purchased a new unit so they offered this unit for bids on an on-line auction and the highest bid they received was \$125,000 so they have agreed to sell it to us for that amount.

Gen. Macdonald moved to authorize the purchase of the vacuum sweeper from the City of Fargo Public Works for \$125,000.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Authorized Attendance at the Airport Association of North Dakota Conference, Mandan, October 10-11, 2012:

Dr. Clark moved to authorize attendance at the Airport Association of North Dakota Conference, October 10-11, 2012, Mandan, ND.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Communication from First International Bank Regarding Assignment of Lease for Northwest Aviation, LLC (Schatz hangar):

The communication from First International Bank dated September 14, 2012, was received and filed without objection.

Mr. Dobberstein stated we received a request from First National Bank for a Collateral Assignment of Lease for the Northwest Aviation, LLC (Schatz) ground lease. He stated Attorney Stewart has reviewed and approved the assignment.

Gen. Macdonald moved to approve the Collateral Assignment of Lease for Northwest Aviation, LLD.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Request from Guy Kittelson for Extension of Eastside Terminal Lease:

Mr. Dobberstein stated we have received a request from Mr. Guy Kittelson for a one year extension to his lease for office space on the second floor of the Eastside Terminal effective December 1, 2012.

Dr. Clark moved to approve the request from Guy Kittelson for a one year extension to his Eastside Terminal office lease effective December 1, 2012.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they are tentatively scheduled to complete Runway 13/31 this week but it will be a little while yet before it is open as they have some residual cleanup to do but the vast majority of the project will be done. He stated they will be doing the seeding a little later since the conditions right now are so dry. He stated they should be complete with the paving of the cargo taxiway next week. He stated we did receive the test results from Braun Intertec on the Taxiway A portion of the project and the report confirms our initial recommendation back in July. He stated Northern Improvement is aware of the report but they have not yet received official notification and after that we will decide on the proper course of action.

Mr. Klein stated during testing in the parking lot project they found concerns with the base material. He stated even though the DOT specification would allow for a deduct in this situation it is his recommendation that material be removed and replaced. He stated Border States will be receiving notification of Ulteig's recommendation once a solution is determined.

Airport Construction and Security Update: (Continued)

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the US Customs and Border Protection General Aviation Facility project is moving slowly. He stated we will be receiving an updated schedule soon and we are probably looking at a completion date toward the end of the year.

Other Business:

Mr. Dobberstein stated we have contacted the contractor that handles the snow removal for Standard Parking (Brett's Painting and Snow Removal) to see if they would be able to remove the snow in our employee parking lots in the early morning hours before the employees arrive. He stated this would help our airfield maintenance crew so they can concentrate on the airfield. He stated they have an hourly rate and we may try that this year.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, October 9, 2012, at 8:00 a.m.

Time at adjournment was 8:27 a.m.

Regular Meeting

Tuesday

October 9, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota was held Tuesday, October 9, 2012 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Blazek, Pawluk, Macdonald, Kilander
Absent: Clark
Others: Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 25, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held September 25, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$22,590.04:

Mr. Blazek moved to approve the airport vouchers totaling \$22,590.04.
Second by Gen. Macdonald.
On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.
Absent and not voting: Clark
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$18,594.37 to Flint Communications for partial payment request for 2012 Airport Marketing Program.
Second by Mr. Pawluk.
On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.
Absent and not voting: Clark
The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$168,412.00 to KBW Associates for Partial Payment Request #5 for general construction of US Customs and Border Protection General Aviation Facility.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Grant's Mechanical:

Gen. Macdonald moved to approve the individual voucher in the amount of \$15,721.20 to Grant's Mechanical for Partial Payment Request #3 for mechanical construction of US Customs and Border Protection General Aviation Facility.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Gen. Macdonald moved to approve the individual voucher in the amount of \$48,600.00 to Rick Electric for Partial Payment Request #6 for electrical construction of US Customs and Border Protection General Aviation Facility.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Gen. Macdonald moved to approve the individual voucher in the amount of \$340,496.73 to Border States Paving for Partial Payment Request #2 for construction of 2012 Parking Lot Expansion Project.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Gen. Macdonald moved to approve the individual voucher in the amount of \$550,425.68 to Northern Improvement for Partial Payment Request #6 for construction of Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Gen. Macdonald moved to approve the individual voucher in the amount of \$478,535.90 to Northern Improvement for Partial Payment Request #3 for construction of Runway 13/31 and Taxiway A Reconstruction Project, AIP40.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$45,557.84 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$30,146.32 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP40.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$22,451.04 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2012 Airport Parking Lot Expansion Project.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Third Quarter 2012 PFC Report:

The 2012 PFC Report for the third quarter was received and filed without objection.

Received #1 to Border States Paving for the 2012 Parking Lot Expansion Project:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Change Order No. 1 to the 2012 Parking Lot Expansion Project contains four items:

1. Time extension until October 9, 2012 for final completion of Phase I. Remainder of project will be subject to liquidated damages.
 - The contractor stopped working on Phase I on September 21, until the aggregate gradation issue was resolved.
2. Provide five year extended warranty and guarantee.
 - The crushed concrete provided by the contractor did not conform to NDDOT specifications for gradation as the number 200 sieve was approximately 16%-24% passing (0-12 allowable). In lieu of removal and replacement as recommended by engineer, a 5 year extended warranty will be provided by the contractor from the date of final acceptance.
3. Remove Item 6 of Base Bid – Salvage and reinstall 12” PVC.
 - The existing pipe was deformed and not in a condition to reinstall so this item was eliminated from the project. The contractor provided a price to install new pipe.
4. Install 12” storm sewer.
 - There was an existing storm sewer which was intended to be removed and reinstalled as part of the base bid. When the contractor exposed the pipe, it was not in a condition to reinstall and therefore they provided a new price. The new price included 12” storm sewer pipe, aggregate bedding, connections to existing roof drains and FE section.

Received Change Order #1 to Border States Paving for the 2012 Parking Lot Expansion Project:
(Continued)

Mr. Klein stated Border States will warranty the project for five years from the date of final acceptance. He stated the normal guarantee period is one year. He added that if there are going to be problems with the material it would show up in that five year time period. He stated the Airport Authority will reserve the right to make the determination of what is in need of fixing and the appropriate action. He stated this change order formalizes that guaranteed.

Mr. Klein stated the original completion date in the contract was September 28 but when the aggregate issue came up they stopped working until the issue was resolved and that was a period of 11 days. He stated he is recommending a time extension to October 9 specifically for Phase I of the project. He stated the penalty is \$500.00 per calendar day and they will not be done today.

Mr. Pawluk stated he is in favor of approving the time extension but does not know why we would levy any penalty. He does not think that we are suffering any damage if they are not done on October 9.

Mr. Klein stated a completion date needs to be formalized in order to hold the contractor accountable. He stated we also had to set a date so that Standard Parking is able to have their equipment installer be able to start on that part of the project.

Mr. Dobberstein stated we did have a lot of conversations with Border States and Attorney Stewart was involved in those conversations.

Mr. Pawluk moved to approve Change Order #1 as presented.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Communication from Paul Bernabucci Regarding South General Aviation Area Hangar;

The communication from Gateway Building Systems to Mr. Paul Bernabucci dated September 18, 2012, was received and filed without objection.

Mr. Dobberstein stated Mr. Bernabucci is requesting approval of an addition to his hangar in the southeast general aviation. He stated he and Mr. Danny Schatz exchanged hangars this summer.

Mr. Paul Bernabucci was recognized and stated he is proposing a 20' x 75' addition to his hangar and presented a floor plan and building details.

Mr. Dobberstein stated with the board's concurrence of this concept the next step for Mr. Bernabucci is an airspace study, legal description, and building permit.

Mr. Pawluk moved to approve the request from Mr. Bernabucci, subject to meeting all requirements.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Update from Mr. Jeff Johnson Regarding Proposed South General Aviation Area Hangar:

Mr. Jeff Johnson was recognized and stated Mr. Jeff Klein, Ulteig Engineers, is working on a site grading plan for his proposed hangar. He reviewed that this is an 80' x 80' hangar just 15' east of Francis Butler's hangar and the south edge will be in line with Mr. Butler's.

Mr. Dobberstein stated Mr. Johnson will be responsible for all of the fencing, utilities, etc., and the hangar will be the same color as Mr. Butler's. He stated there may be some grading items we will address once the Air Museum comes forward with their construction plans.

Mr. Pawluk stated we do not need to decide this or even discuss this today but he would like to see all of the hangars on the airport the same color or at least the board would specify one or two colors rather than just requiring "earth tones."

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Border States is now paving asphalt on the north car rental lot. He stated the plan is to complete that lot first so that the car rental agencies can park their cars in the new lot. He stated he is trying to get a schedule on when the entire project will be completed.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Runway 13/31 is done with the exception of some electrical work and some painting. He stated on Taxiway C-4, all of the pavement is done and they are working on edge lighting and miscellaneous items.

There was nothing to report on security.

Other Business:

Mr. Dobberstein stated that assuming we move forward with the acquisition of the Martin property, we have received a request from Glenda Heck requesting to rent the land for one year. He stated they have rented the property (47.6 acres) from the Martins for nine years. He stated they would pay the average per acre rent plus property taxes and drain taxes. He stated 2013 is the final crop year of our farm leases so we will be bidding those next year.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 13, 2012 at 8:00 a.m.

Time at adjournment was 8:52 a.m.

Regular Meeting

Tuesday

November 13, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 13, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 9, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held October 9, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$43,203.51:

Mr. Pawluk moved to approve the airport vouchers totaling \$43,203.51.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Fargo Electric Construction:

Dr. Clark moved to approve the individual voucher in the amount of \$105.00 to Fargo Electric Construction for utility locates for the 2012 Parking Lot Expansion Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Dr. Clark moved to approve the individual voucher in the amount of \$2,657.20 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$2,604.75 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Study and Master Plan.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Technologies:

Dr. Clark moved to approve the individual voucher in the amount of \$1,122.00 to Northern Technologies for payment request for testing services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$26,949.66 to Flint Communications for partial payment request for 2012 Airport Marketing Program.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Dr. Clark moved to approve the individual voucher in the amount of \$73,464.00 to KBW Associates for Partial Payment Request #6 for general construction of US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Grant's Mechanical:

Dr. Clark moved to approve the individual voucher in the amount of \$19,586.40 to Grant's Mechanical for Partial Payment Request #4 for mechanical construction of the US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Dr. Clark moved to approve the individual voucher in the amount of \$15,795.30 to Rick Electric for Partial Payment Request #7 for electrical construction of US Customs and Border Protection General Aviation Facility.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Dr. Clark moved to approve the individual voucher in the amount of \$2,250.00 to Sixel Consulting for the quarterly airline report.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Dr. Clark moved to approve the individual voucher in the amount of \$65,333.93 to Northern Improvement Company for Partial Payment Request #7 for construction of Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Dr. Clark moved to approve the individual voucher in the amount of \$157,131.00 to Northern Improvement Company for Partial Payment Request #4 for construction of Runway 13/31 and Taxiway A Reconstruction Project, AIP40.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$16,128.91 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$19,426.74 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$35,541.25 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2012 Parking Lot Expansion Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Dr. Clark moved to approve the individual voucher in the amount of \$536,212.21 to Border States Paving for Partial Payment Request #3 for construction of the 2012 Parking Lot Expansion Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Receive Proposed CY2013 FAA Capital Improvement Plan:

Mr. Dobberstein distributed the proposed FAA Capital Improvement Plan for CY2013, which is required by the FAA each year and due in December. He stated our AIP entitlements for FY2013, which began October 1, 2012, is approximately \$2.5 million. He stated with the continuing resolution situation in congress we may have some funds available through March 2013, but the funds have not yet been put under grant. He stated we have been discussing an expansion of the

Receive Proposed CY2013 FAA Capital Improvement Plan: (Continued)

terminal apron at a cost of about \$3 million, which would include an area for aircraft deicing. He stated on the nights that Frontier has an aircraft overnight there are nine aircraft on the ramp. He stated this is Item #4 on the plan but he thinks we may want to move that up to #1 and delay our Master Plan Update. He stated Item #2 is the Wildlife Hazard Assessment and this is something that is definitely overdue. He stated we are hoping that the State Aeronautics Commission will be successful in getting funds from the state legislature to conduct this assessment for all eight commercial service airports in the state. He stated if they are not successful in getting this funding we will have to advertise for proposals to have this study conducted and use our entitlement funds. He stated Item #3 is pavement rehabilitation in various areas on the airfield and that is proposed for 2014.

Mr. Dobberstein stated he is proposing to do the terminal apron expansion and the wildlife hazard assessment in 2013 and move the master plan to 2014. He added that this is the final year of Ulteig Engineers' five year contract for engineering services and sometime next summer we will solicit proposals.

After further discussion it was the consensus of the board to approve the recommendation of the Executive Director for the CY2012 FAA Capital Improvement Plan.

Received Change Order E-2 to Rick Electric for an Increase of \$332.00 for the US Customs and Border Protection General Aviation Facility:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated Change Order E-2 for an increase of \$332.00 is to correct an error on the plans. He stated this change will add a connection for an air conditioner condensing unit for one of the rooms.

Mr. Pawluk moved to approve change Order E-2 to Rick Electric for an increase of \$332.00.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Change Order G-5 to KBW Associates for an Increase of \$1,951.00 for the US Customs and Border Protection General Aviation Facility:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated Change Order G-5 to KBW Associates for an increase of \$1,951.00 is for the addition of metal flashing at the base of the exterior of the building and to install pre-finished metal flashing above the tops of the windows. He stated this change was due to an error in the specifications.

Mr. Pawluk moved to approve Change Order G-5 to KBW Associates for an increase of \$1,951.00.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Change Order #2 to Border States Paving for a Decrease of \$9,751.52 for the 2012 Parking Lot Expansion Project:

Mr. Jon Scrapper, Ulteig Engineers, Inc., was recognized and stated Change Order #2 to Border States Paving for a decrease of \$9,751.52 is for a change in the type of paint to be used. He stated they originally specified epoxy paint but since it is late in the season we saw that paint was not going to work so we changed to a latex paint.

Gen. Macdonald moved to approve Change Order #2 to Border States Paving for a decrease of \$9,751.52.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Authorized Travel to Allegiant Air Headquarters, Las Vegas, NV, January 2013:

Mr. Dobberstein stated that Allegiant Air recently held a promotion they called "Vote for Vacation" bus tour to their markets around the country and Fargo was one of three communities chosen as winners based on community response. He stated as a winner, Allegiant will allow a group of up to six representatives from Fargo to visit their headquarters to discuss the current market, new market opportunities, operations, marketing, etc. He stated Allegiant typically does not allow their markets to visit their headquarters. He stated other than board members he would recommend Tara Olson, Flint Communications, and Michael Lum, Sixel Consulting. He stated this was a contest but he is checking with Attorney Stewart to make certain we are allowed to accept any gratis travel expenses and there are no violations of our ethics policies.

Mr. Pawluk moved to authorize travel for up to six representatives to visit the Allegiant Air headquarters in Las Vegas on dates to be determined in January 2013.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Discussed December Meeting Dates:

Mr. Dobberstein stated he is proposing just one meeting in December on Tuesday, December 18. He stated he is open to any day that week if board member schedules conflict.

Airport Construction and Security Update:

Mr. Jon Scrapper was recognized and reported that the Fargo Air Museum has received bids on its expansion project and they are pressing ahead with construction in 2013.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the US Customs and Border Protection General Aviation Facility is moving along slowly but we may be looking at a December completion date. He stated they are presently working on getting bids for furniture.

Mr. Jon Scrapper, Ulteig Engineers, was recognized and stated they are working on final drawings for the parking study and master plan.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 27, at 8:00 a.m.

Time at adjournment was 8:49 a.m.

Regular Meeting

Tuesday

November 27, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 27, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: None

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 13, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held November 13, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$44,406.22:

Dr. Clark moved to approve the airport vouchers totaling \$44,406.22.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Foreign Trade Zone Corporation:

Gen. Macdonald moved to approve the airport vouchers totaling \$1,137.50 to the Foreign Trade Zone Corporation for payment request for professional services, review CNH data, consulting boundary modification.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Technologies:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,629.00 to Northern Technologies for payment request for testing services, US Customs and Border Protection General Aviation Facility.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Notice from Mr. Jim Steen Advising of Sale of Business, Valley Video:

The communication dated November 1, 2012, from Valley Video was received and filed without objection.

Mr. Dobberstein stated we have been advised by Mr. Jim Steen, Valley Video, that he has sold the business to Mr. Tom Graham (Games Unlimited II dba Valley Video Games) and is requesting his contract be assigned to Mr. Graham. He stated Attorney Stewart will draft an Assignment of Lease.

Dr. Clark moved to approve the Assignment of Lease from Mr. Jim Steen to Mr. Tom Graham, Games Unlimited II dba Valley Video Games.

Second by Gen. Macdonald.

All members present voted aye and the motion was declared carried.

Received Communication from FAA Regarding Approval for FY2013, FY2014, FY2015 Airport Concessions DBE Goals:

The communication from the Federal Aviation Administration dated November 19, 2012, was received and filed without objection.

Mr. Dobberstein stated the FAA requires that every three years we submit goals for the Airport Concession Disadvantaged Business Enterprise (ACDBE). He stated our goal for car rentals is 0% and 1% for all other concessionaires. He stated we have not had a lot of success attracting DBEs in the past and that is not uncommon in our region. He stated we also have DBE goals on our construction project but we do have better results with those goals.

Received Sponsorship Request from Fargo Air Museum for April Event:

Mr. Dobberstein stated we have received a request from the Fargo Air Museum to sponsor their spring 2013 fund raising event. He stated this is the same request we received last year and the board approved a \$2,500.00 sponsorship. He stated we budget for this type of expenditure in the Public Relations portion of our Operations and Maintenance Account.

Mr. Blazek moved to approve the sponsorship of the Fargo Air Museum event in April 2013 in the amount of \$2,500.00.

Second by Dr. Clark.

Received Sponsorship Request from Fargo Air Museum for April Event: (Continued)

Mr. Pawluk stated he feels it is poor policy for a public body such as this to pick certain charities to receive our generosity. He stated he is wondering where we draw the line. He stated he is a lifetime member of the Fargo Air Museum and has been involved with it for a long time but will be voting against it as it is hard for him to defend.

Mr. Dobberstein stated it is very clear in his mind that any time he receives a request for funding from the Airport Authority and the request is not aviation related he would not bring it before the board for consideration. He stated he feels this request is no different than our sponsorship of the Fargo Airsho.

Gen. Macdonald stated he can see both sides of the discussion but he feels this sponsorship can be justified by the advertising we receive.

Chairman Kilander called for a vote on the motion.

Clark, Blazek, Kilander voted aye.

Pawluk voted no.

Macdonald abstained.

The motion was declared carried.

Authorized Attendance at Network USA 2013, San Antonio, TX, March 3-5, 2013:

Mr. Dobberstein stated if he registers for this conference this week we can take advantage of the early discount. He stated Sixel Consulting Group will also be attending and representing us in meetings with various airlines.

Mr. Pawluk moved to authorize attendance at the Network USA 2013, March 3-5, 2013, San Antonio, TX.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated both the new car rental lot and the economy lot are now open. He stated they put together a final punchlist yesterday and some of those items may carry over to spring. He stated it is mostly general clean-up of the project and will not hamper the use of the lot.

Mr. Dobberstein stated the new rates will be effective December 1 and are as follows:

HOURLY \$9.00 daily max (formerly Short Term)
DAILY \$7.00 daily max (formerly Long Term)
ECONOMY \$6.00 daily max (new credit card only lot)
All lots have the same rate of \$1.00 for each 30 minutes

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the US Customs building is coming along slowly. They are working on selecting furnishings for the building. He stated they are looking at a 2013 opening of the building.

Other Business:

Mr. Dobberstein stated there was a malfunction with the overhead gate at the restaurant. He stated we had Twin City Garage Door come out and look at it but it would be a major project to remove the old gate so they recommended installing a new sliding gate. He stated the estimate for the new gate is \$7,000.00 plus some electrical work and the construction of a small wall to house the gate when it is open.

Mr. Dobberstein stated we received a request from Dr. Clif Hamilton to consent to an Assignment of Lease (hangar ground lease) from Clif S. Hamilton, Jr. to Clif S. Hamilton, Jr., as Trustee of the Clif S. Hamilton, Jr. Revocable Living Trust. He stated we will have Attorney Stewart review the documents.

Mr. Blazek moved to approve the Assignment of Lease requested by Dr. Clif Hamilton.

Second by Mr. Pawluk.

All members present voted aye and the motion was declared carried.

Mr. Dobberstein stated we did experience a power outage recently which affected the runway approach lighting system. He stated three air carrier flights were affected by the outage and were not able to land. He stated in working with our acting tower manager and the airway facilities manager in Minneapolis, they brought to my attention an electrical power policy the FAA approved in the 80's but then updated in 2004. He stated this is the first he has heard of this policy but there are a few airports in the country that are identified as "Continuous Power Airports" and Bismarck is the only airport in North Dakota with this designation. He stated there is some consensus with the airlines and also Sanford Medical to start to have the conversation with the FAA as to how we can get backup power on at least one of our runway approach lighting systems. He stated he will continue to communicate with the FAA.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, December 18, at 8:00 a.m.

Time at adjournment was 8:37 a.m.

Regular Meeting

Tuesday

December 18, 2012

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 18, 2012, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 27, 2012:

The minutes of the regular meeting of the Municipal Airport Authority held November 27, 2012, were approved without objection.

Approved the Airport Vouchers Totaling \$48,431.35:

Dr. Clark moved to approve the airport vouchers totaling \$48,431.35.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$24,423.58 to Flint Communications for partial payment request for 2012 Airport Marketing Program.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sentry Security:

Gen. Macdonald moved to approve the individual voucher in the amount of \$657.76 to Sentry Security for door hardware/locksets for the US Customs General Aviation Facility.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,248.00 to Sixel Consulting Group for Frontier passenger boarding fees for November 2012 (1,124 passengers @ \$2.00).

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Cass County Treasurer:

Gen. Macdonald moved to approve the individual voucher in the amount of \$36,664.01 to the Cass County Treasurer for 2012 drain taxes.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$47,059.00 to KBW Associates for Partial Payment Request #7 for general construction of the US Customs and Border Protection General Aviation Facility.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Grant's Mechanical:

Gen. Macdonald moved to approve the individual voucher in the amount of \$18,213.60 to Grant's Mechanical for Partial payment Request #5 for mechanical construction of the US Customs and Border Protection General Aviation Facility.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,000.00 to Rick Electric for Partial Payment Request #8 for electrical construction of the US Customs and Border Protection General Aviation Facility.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$664.30 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$14,099.57 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,050.97 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction project, AIP40.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,740.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Terminal Apron Expansion Project, AIP41.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$17,439.30 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2012 Parking Lot Expansion Project.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Gen. Macdonald moved to approve the individual voucher in the amount of \$25,033.42 to Northern Improvement for Partial Payment Request #8 for construction of the Runway 13/31 and Taxiway A Reconstruction project, AIP39.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Gen. Macdonald moved to approve the individual voucher in the amount of \$76,740.01 to Northern Improvement for Partial Payment Request #5 for construction of the Runway 13/31 and Taxiway A Reconstruction Project, AIP40.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Reviewed 2013 Airport Marketing Plan, Flint Communications:

Representatives from Flint Communications (Tara Olson, Marin Hamilton, Crystal Campbell) were recognized and presented the 2013 marketing campaign and media proposal. Tara Olson stated this is the second year of the three year "Time Flies – Make the Most of It" campaign theme. They reviewed their proposal for local spot and cable television, radio, print and online advertising. They also reviewed the history of the Facebook and Twitter activity from 2012 and what they are proposing for 2013.

Received Update Regarding Airport Administration Intern Program:

Mr. Dobberstein stated we received an updated from the North Dakota Aeronautics Commission on their airport intern policy. He stated because of the success of the program they have increased their maximum participation from \$4,000 annually to \$5,000. He stated we worked with UND on posting the internship opportunity and we have had interested expressed by three students who are graduating this semester. He stated there is a curriculum the NDAC requires they follow in order to grant the funding.

It was the consensus of the board to move ahead with an internship for 2013.

Received Airport Liability Policy Renewal Update from Northstar Insurance:

The communication from Northstar Aviation Insurance, Inc. dated December 12, 2012, was received and filed without objection.

Mr. Dobberstein stated Northstar Insurance is recommending renewing coverage with the current carrier, Chartis Aerospace, for an annual premium of \$37,176, which is a decrease of \$2,739 from last year. He stated this would also include an endorsement for the 2013 Fargo Airsho.

Mr. Pawluk moved to accept the recommendation from Northstar Insurance to renew our airport liability coverage with Chartis Aerospace for a premium of \$37,176.00.

Second by Mr. Blazek.

All members present voted aye and the motion was declared carried.

Received Change Order #3 from Border States Paving for an Increase of \$7,387.10:

Mr. Jeff Klein, Ulteig Engineers, Inc., was recognized and stated Change Order #3 to the 2012 Parking Lot Expansion Project includes three items:

1. Add pullbox (the contractor was able to utilize existing conduit to bring the power from the exit booths to the gates which required the installation of a pull box at the junction)
2. Switch from #8 conductor to #10 conductor (contractor was able to utilize some of the existing conduit into the existing exit booths)
3. Install communication cable (communication cable was necessary for the operation of the gate equipment and ticket dispensers and was not part of the original bid. It was thought the communication cable was included in the equipment installation by Amano).

Mr. Blazek moved to approve Change Order #3 to Border States Paving for the 2012 Parking Lot Expansion Project.

Second by Dr. Clark.

All members present voted aye and the motion was declared carried.

Approved Individual Voucher to Border States Paving: (Item "O" on agenda)

Gen. Macdonald moved to approve the individual voucher in the amount of \$189,919.15 to Border States Paving for Partial Payment Request #4 for construction of the 2012 Parking Lot Expansion Project, which includes Change Order #3 for \$7,387.10.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and none voting nay the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated the 2012 Parking Lot Expansion Project is essentially done with the exception of a few punchlist items.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the final work on the US Customs General Aviation Facility is moving slowly. He stated part of the delay is coordination with Customs on installation of computer equipment, furniture selection, etc. He stated we are probably looking at a completion date at the end of January.

There was nothing to report on security.

Other Business:

Mr. Dobberstein stated we have a verbal agreement with Neal Eriksmoen to do an appraisal and lease proposal for a prospective tenant for the David F. Johnson Armed Forces Reserve Center. He will define a value for the sale of the building "as is" and also a value for a 20 year lease on the building "as is" with no improvements on our part. He stated all of this is assuming the North Dakota National Guard declines to occupy the building within a reasonable time. He stated the cost of this appraisal will not exceed \$5,000. He stated if this prospective tenant is not interested at least we will have this information complete and ready for any other potential tenants.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, January 8, 2013, at 8:00 am in the Airport Boardroom.

Time at adjournment was 9:13 a.m.